WeLead Healthcare Service
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TIMESHEET

Name: **Grade:** **Week Ending Friday:**

ALL TIME SHEETS MUST BE SIGNED BY AN AUTHORISED MEMBER OF STAFF

Day	Date	Place of Work	Ward/Unit	Day/Night Shift	Hours of Work From	To	Break Deducted	No. Hrs Worked	Client Signature Print Name & Position
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									

I confirm that the information I have written above is correct and complete. I understand that if I knowingly provide false information, it may result in disciplinary action and may be liable to prosecution and civil recovery proceedings. I consent to the disclosure of information from time to time and by the client for the purpose of verification of this claim and investigation, prevention, detection and prosecution of fraud.	
Employee Signature:	**Date:**

Client: I confirm that I am authorized signatory and confirm that I have checked the timesheet and all the information is correct. I understand that If I knowingly provide false information may result into disciplinary action and may be liable to prosecution and civil recovery proceedings	
Client Signature:	**Date:**