

Locum Medical Officer Timesheet

Doctor's Name:

Period Ending:

Hospital:

Position:

Shift Start Date	Standard Hours				On Call (Out of Hospital)			Call Back (To Hospital)		
	Start	Finish	Meal Break	Hours	Start	Finish	Hours	Start	Finish	Hours
Monday /										
Tuesday /										
Wednesday /										
Thursday /										
Friday /										
Saturday /										
Sunday /										
		Total Hours				Total Hours			Total Hours	

ALL SECTIONS MUST BE COMPLETED & LEGIBLE

Doctor's Signature:

Hours Worked Correct

Your timesheet is required to be signed below by a senior doctor within the department eligible to authorise locum timesheets. Global Medics processes payroll for independent contracts daily (Monday to Friday), with a cut off of 8:30am accompanied with an invoice and PAYG payroll is processed every Monday and Wednesday.

Supervisor's Name:

Supervisor's Position:

Director/Delegate:

Date: