

# Timesheet For Ramsay Healthcare Nurses and Midwives

Full Name:

Employee Number:

Position:

Cost Centre / Dept Name:

Employment Category:  F/T P/T Casual  
(please circle)

Pay Fortnight Ending:  \_\_/\_\_/\_\_

		Ordinary Hours				Overtime / Recall							Leave			Allowances												
Day	Date	Ordinary Hours		No Meal Break Taken <small>(✓ for no meal break)</small>		Please Circle	Overtime Hours Recall Hours		Pay Hours	Bank Hours	No Rest Break after 2/6/10 Hrs Overtime/Recall <small>(✓ missed breaks)</small>			Leave Hours		Leave Type	In Charge <small>(✓ for yes)</small>		On Call	On Call During Meal Break	Lead Apron	Overtime/Recall Meal <small>(✓ for allowance to be paid in lieu of meal)</small>			Hours Worked in Another Dept.		Supervisor Initials	
		Start	Finish	Employer Directed	Employee Request		Start	Finish	(✓ for yes)	1 <sup>st</sup> Break	2 <sup>nd</sup> Break	3 <sup>rd</sup> Break	Start	Finish	A/L, Sick, TIL, LWOP, Other	W	H	(✓ for yes)	1 <sup>st</sup> Break	2 <sup>nd</sup> Break	3 <sup>rd</sup> Break	Dept	Hours					
Mon	__/__/__					O																						
Tue	__/__/__					O																						
Wed	__/__/__					O																						
Thu	__/__/__					O																						
Fri	__/__/__					O																						
Sat	__/__/__					O																						
Sun	__/__/__					O																						
Mon	__/__/__					O																						
Tue	__/__/__					O																						
Wed	__/__/__					O																						
Thu	__/__/__					O																						
Fri	__/__/__					O																						
Sat	__/__/__					O																						
Sun	__/__/__					O																						

**All hours to be in 24:00 hour clock format**

Comments:

Employee's Signature:

# Ensure Your Pay Is Accurate – Time Sheet User Guide

Use this time sheet to record your hours and allowances. You can then use the timesheet to compare with *MyTime* and ensure your pay is accurate – Ramsay NSW Payroll recommend that you keep a paper record for this purpose.

## Ordinary Hours

- No Meal Break (Employer Directed) – tick if you are recalled or directed by your employer to remain on duty during a meal break.
- No Meal Break (Employee Request) – tick if you have requested to not have a meal break e.g. If you have arranged to finish early.

## Overtime/Recall

- Pay Hours – tick if you choose to be paid for overtime hours
- Bank Hours – tick if you choose to bank overtime hours as Time In Lieu
- No Rest Break during Overtime/Recall:
  - Overtime - you are entitled to a paid 20 minute rest break after the first 2 hours and after each subsequent 4 hours. Tick if you miss any of these breaks.
  - Recall - you are entitled to a paid 20 minute rest break after the first 4 hours and after each subsequent 4 hours. Tick if you miss any of these breaks.

*Note: If you are recalled or directed by your employer to remain on duty during an overtime/recall rest break you shall be paid an additional 20 minutes at overtime rates e.g. If you work 3 hours overtime without a rest break you shall be paid for 3 hours and 20 minutes overtime.*

## Allowances

- In Charge W – tick for In Charge of **W**ard
- In Charge H – tick for In Charge of **H**ospital
- On Call – tick if you are On Call
- On Call During Meal Break – tick when you are required to remain On Call during a meal break.
- Overtime/Recall Meal Allowance – tick if you have not been provided a free meal by your employer for each rest break.

## Supervisor Initials

- Your Supervisor should sign off to your record of missed breaks and overtime hours for each day (**marked** columns).

**For more information and advice, speak with your hospital NSWNMA  
Branch Officials or contact your NSWNMA Organisers Karen Conroy and Matt Henderson 8595 1234**

