

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 (✓ for no meal break)		Please Circle	Overtime Hours Recall Hours		Pay Hours	Bank Hours	No Rest Break after 2/6/10 Hrs Overtime/Recall (✓ missed breaks)			Leave Hours		Leave Type	In Charge (✓ for yes)		On Call	On Call During Meal Break	Lead Apron	Overtime/Recall Meal (✓ for allowance to be paid in lieu of meal)			Hours Worked in Another Dept.		Supervisor Initials
		Start	Finish	Employer Directed	Employee Request		Start	Finish			(✓ for yes)	1 st Break	2 nd Break	3 rd Break	Start		Finish	A/L, Sick, TIL, LWOP, Other				W	H	(✓ for yes)	1 st Break	2 nd Break	
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**

