

Please ensure your timesheet is submitted via our website by Monday 12 PM.

Email: info@liberalcare.co.uk

Telephone queries (9am-5pm): 0333 050 2266

Post: Flat 12 Abbot House, 9 Wheatfield Way, Kingston Upon Thames, KT1 2TX

To avoid delay in payment, please ensure all fields are completed correctly. Your timesheet must be submitted to us within 7 days of your shift date, in either PDF or JPG format.

Part 1: Use BLOCK letters and ensure you have completed all fields.

|            |                      |             |                      |
|------------|----------------------|-------------|----------------------|
| First name | <input type="text"/> | Surname     | <input type="text"/> |
| Job title  | <input type="text"/> | Client name | <input type="text"/> |

Part 2: Use BLOCK letters and 24-hour time to complete. Ensure that breaks are deducted from the total hours.

| Day       | Date | Start time | Break | Finish time | Total hours<br>(excluding breaks) | Designation | Sleep In |
|-----------|------|------------|-------|-------------|-----------------------------------|-------------|----------|
| Monday    |      |            |       |             |                                   |             | Yes/No   |
| Tuesday   |      |            |       |             |                                   |             | Yes/No   |
| Wednesday |      |            |       |             |                                   |             | Yes/No   |
| Thursday  |      |            |       |             |                                   |             | Yes/No   |
| Friday    |      |            |       |             |                                   |             | Yes/No   |
| Saturday  |      |            |       |             |                                   |             | Yes/No   |
| Sunday    |      |            |       |             |                                   |             | Yes/No   |

|  |                      |
|--|----------------------|
| Total payable hours (excluding breaks) | <input type="text"/> |
|--|----------------------|

Part 3: Please ensure you complete the timesheet in full and submit via our website by Monday 12pm. Payment can be delayed if you do not meet this deadline, or if submitted timesheets are incomplete/unclear.

**Candidate declaration:**

I declare that the information I have given on this form is correct and complete and that I have not claimed elsewhere for the hours/shifts detailed on this timesheet. I understand that if I knowingly provide false information this may result in disciplinary action, and I may be liable to prosecution and civil recovery proceedings. I consent to the disclosure of information from this form to and by Liberal Care Ltd., the Authority, other Public Sector body and Private entities who have a similar requirement and the Counter Fraud Services (or other similar organisation which operates in the same capacity for any other Public Sector organisation) for the purpose of verification of this claim and the investigation, prevention, detection, and prosecution of fraud. I can confirm that I have received an appropriate induction including fire safety.

|       |            |             |                      |
|-------|------------|-------------|----------------------|
| Date: | Job title: | Print name: | Candidate signature: |
|-------|------------|-------------|----------------------|

**Timesheet instructions**

To avoid delays in payment, please ensure that:

1. All required fields within the timesheet are completed
2. The timesheet is signed and dated by both you and the client
3. The timesheet is submitted no later than Monday 12pm.
4. The timesheet is clear and legible.
5. All breaks are stated on the timesheet
6. The correct day and date are entered. Do not use another day if you work past midnight