

NHS Blood and Transplant ESR Business Support

Guidance for completion and submission of;

ESR-FRM-096

Monthly Sessional Timesheet

Updated September 2013

1.0 Introduction

This guidance details the general processes and responsibilities relating to the completion and submission of the monthly sessional timesheet.

2.0 Completion of Forms

Forms should be completed at the time the work is undertaken to ensure that times are recorded accurately. One form should be completed per month.

Please write or print clearly so that the entries can be easily read and are not open to misinterpretation.

The top section is for the employee's personal details. Ensure that it is completed carefully. Where this section is not fully completed, the form will be returned without being processed.

- **Assignment Number:** This is the 8 digit number that will be found on the employee's payslip.
- **Surname:** Enter surname in the box.
- **Forename(s):** Enter forename in the box.
- **Claim period from:** Enter the start of the period which is being reported. This will be the first day of the calendar month.
- **Claim period to:** Enter the end of the period which is being reported. This will be the last day of the calendar month.

3.0 Completion of columns

- **For each duty: -**
 - **Start time:** Complete the start time in the appropriate row.
 - **FinishTime:** Complete the end time in the appropriate row.
 - **Number of Sessions worked:** Complete the number of hours claimed.
 - **Minus Break:** Complete the break time
 - **Number of sessions to be paid:** Complete the number of hours to be paid.

- **Signature of Manager authorising shift:** Authorising manager signs to authorise the session.
- **Print name:** Authorising manager prints their name.
- **Cost Centre:** Authorising manager enters their cost centre.

4.0 Monthly total

The 'Total Authorised for payment' row at the bottom of the 'number of session to be paid' column is completed prior to signature and authorisation for payment.

Forms must be signed and dated where required and submitted to your Managers for authorisation promptly on completion of the final duty at the end of each period.

5.0 Authorisation

Managers should authorise forms and submit them by e-mail to NHSBT Pay Support – Processing inbox.

6.0 Helpline and more advice

If you require further clarification of the completion of this form, please contact NHSBT Pay Support.

By phone on;

 0117 322 7700

By e-mail to;

 [HR Direct](#)