

How do I sign-off a completed shift for a worker?

Learn how to sign-off timesheets in the hub and manage shifts once they have been worked. The worker timesheets will need to be signed off within the hub by a manager, or appropriate member of the temporary staffing team.

Once attendance has been verified, the following steps can be taken:

Select 'Shifts > View All Shifts' from menu

Select the specified booked shift to be signed off

From the task bar, select 'Sign-Off'

The screenshot shows the Patchwork Hub interface for 'Demo Trust'. The left sidebar contains a 'To Do List' with 45 items and a 'Shifts' section. The main area displays a table of shifts with columns for Shift ID, Shift Date, Hours, Department, Shift Grade, Requested By, Status, Type, Total Rates, and Agency Rate. The status of the selected shift is 'SIGN OFF REQUESTED'. At the bottom, a task bar shows '1 Shift selected' and a 'Sign Off' button.

SHIFT ID	SHIFT DATE	HOURS	DEPARTMENT	SHIFT GRADE	REQUESTED BY	STATUS	TYPE	TOTAL RATES	AGENCY RATE
347757	9th Jun 20	08:00 → 18:00	Emergency Medicine Patchwork University Hospital	SHO	Tania Patchwork	SIGN OFF REQUESTED	+	£45.00	
347770	19th Jun 20	07:40 → 15:10	Anaesthetics Patchwork University Hospital	Consultant	Tania Patchwork	SIGN OFF REQUESTED	+	£75.00 / £80.00	
355049	21st Jun 20	09:00 → 18:00	Cardiology Patchwork University Hospital	SHO	Paul Bennett-Freeman	SIGN OFF REQUESTED	+	£80.00	
361941	4th Jul 20	08:00 → 18:00	Anaesthetics Patchwork University Hospital	SHO	Ria Patchwork	SIGN OFF REQUESTED	+	£45.00	
375689	18th Jul 20	06:00 →	Cardiology	SHO	Ria Patchwork	SIGN OFF REQUESTED	+	£45.00	

Select the name of the person who confirmed the worker's attendance from the dropdown list of sign-off authorisers, then click 'Submit'

💡 Shifts requiring sign-off, as requested by the worker, will appear in your 'To-Do List':

The screenshot shows the 'To-do List' with 45 items. It displays three categories: 0 Bookings need your Approval, 18 Timesheets need Attendance Sign-Off (highlighted in yellow), and 27 Payments need your Approval.

Signing Off a Timesheet Recording

Please click on the link here: [Signing Off a Timesheet](#)

How do I sign off an outstanding timesheet that has amended hours?

Learn how process timesheets with amended hours.

If a worker has worked different hours to those specified in the original shift, they are able to propose an amendment to their start and end time at the point of requesting sign off. **These shifts will need to be reviewed individually.**

If the worker requests remote sign-off, the outstanding timesheet will need to be signed off by a hub user and will appear in your 'To Do List'.

Under 'Timesheets', you will find a list of all shifts in need of remote sign-off. A red clock symbol will be displayed next to those shifts with amended times.

Shift ID	Date	Start/End	Department	Shift Type	Worker	Status	Action
38029	6th Jan 21	09:00 → 17:00	Paediatrics1 St Marys Hospital	SHO	Adj TestAdmin	SIGN OFF REQUESTED	+
38057	19th Jan 21	09:00 → 19:00	Accident and Emergency St Marys Hospital	SHO	Adwoa Kwarteng	SIGN OFF REQUESTED	+
38014	21st Jan 21	09:00 → 18:00 ⌚	10HB Sexual Health & HIV Royal Infirmarys	SHO	Tania Ali	SIGN OFF REQUESTED	+
38015	22nd Jan 21	09:15 → 17:45 ⌚	10HB Sexual Health & HIV Royal Infirmarys	SHO	Tania Ali	SIGN OFF REQUESTED	+
38107	25th Jan 21	09:00 → 19:00 ⌚	Paediatrics1 St Marys Hospital	SHO	Adwoa Kwarteng	SIGN OFF REQUESTED	+
38108	26th Jan 21	09:00 → 19:00 ⌚	Paediatrics1 St Marys Hospital	SHO	Adwoa Kwarteng	SIGN OFF REQUESTED	+
37903	1st Feb 21	09:00 → 19:00	Paediatrics1 St Marys Hospital	SHO	Adwoa Kwarteng	SIGN OFF REQUESTED	+

If rejected, the original hours will be restored, and the red clock symbol will be removed. There is also the option to add a reason for rejection, which will be sent to the worker via email.



Shift #35410 | 09:00 → 17:00 | Paediatrics1 | FY1 | SIGN OFF REQUESTED | WATCH

Sign Off

[Reset time to shift default](#)

START DATE
October 20, 2020

START TIME: 09:00 (+0 mins) | END TIME: 17:40 (+40 mins)

LENGTH OF BREAK (MINUTES)
60 (+0 mins)

WORKER'S REASON FOR ADJUSTMENT
Dr Smith requested that I stay an additional 40 minutes

Select Authoriser

Search Authorisers

Adj Payment Authoriser
Consultant
ADWQA+PAYMENTAUTHO@PATCHWORK.HEALTH [Select](#)

Blade
Runner
VITANGELO-AUTHORIZER@LOCUMTAP.COM [Select](#)

Tania Ali
[Email Tania](#)
Phone No: 02033717556

Cancel Booking
Shift Details
Escalate Rate
Sign Off
Audit Trail

1. Once you have reviewed the amended times, select your name on the authorisers list
2. Save changes to authorise
3. Shift will be removed from your to-do list