

TIME SHEET

Name:			Title:		Were MSDS and OSHA Manuals Reviewed? <input type="checkbox"/> Yes <input type="checkbox"/> No		Client #	
Location:			Status:(√) <input type="checkbox"/> Clinical <input type="checkbox"/> Consultant		Check Distribution: (√) <input type="checkbox"/> Mail <input type="checkbox"/> Direct Deposit		Office#	
Department:			PO#:		Week Starting:		Week Ending:	
Day/Date	Start Time	End Time	Less Meal	Reg. Hrs.	OT/Holiday Hrs.	Total Hrs.	Client Signature/Initials	
Sun								
Mon								
Tue								
Wed								
Thu								
Fri								
Sat								
During this pay period, if you sustained an accident or injury while working on assignment, please check below: Yes <input type="checkbox"/>			Weekly Totals:				*Signature certifies that this form is true and accurate	
Employee Signature:					*Client Signature:			
Please be sure to have your supervisor sign your time sheet. ALL overtime must be filled out correctly and approved by your supervisor.								



A People Resources Company
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Time Sheet Usage Procedure

Time worked shall have all minutes of the hour totaled by the quarter of an hour (see time conversion schedule below). All hours worked each week by each employee will be paid weekly. Time worked shall be detailed and totaled on the time sheet and must be signed on a weekly basis by each designated area supervisor or the designated authorized facility representative.

Signed timesheets shall be faxed to 937-490-8251 at end of work week on Friday, but no later than 8:00 am on each Monday following the previous work week. Timesheets received after 8:00 am on Mondays will be processed for the following week.

TENTHS OF AN HOUR CONVERSION SCHEDULE

MINUTES WORKED		REPORTING INCREMENT
FROM	TO	
0 minutes	Less than 3 minutes	Disregard
3 minutes	Less than 9 minutes	1 Tenth of Hour
9 minutes	Less than 15 minutes	2 Tenth of Hour
15 minutes	Less than 21 minutes	3 Tenth of Hour
21 minutes	Less than 27 minutes	4 Tenth of Hour
27 minutes	Less than 33 minutes	5 Tenth of Hour
33 minutes	Less than 39 minutes	6 Tenth of Hour
39 minutes	Less than 45 minutes	7 Tenth of Hour
45 minutes	Less than 51 minutes	8 Tenth of Hour
51 minutes	Less than 57 minutes	9 Tenth of Hour
57 minutes	Less than 60 minutes	One Hour