

TIME CARD

Fax (443) 552-5660



elitenursing
Staffers, Inc.

This individual submitting this Time Record certifies this is an accurate record of time, location, and unit shown. Further the hours were properly approved by an Authorized manager of the facility.

Employee Name: _____

Mail Check

Direct Deposit

Hospital: _____

- PLEASE PRINT -

Day	Date	Unit	Skill	Time In	Time Out	Lunch	Orientation	Total Hours	Supervisor's Signature*
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Comments	Total Weekly Hours								

Employee's Signature: _____

* Hospital agrees the hours shown on this Time Record are correct.

Please leave the top copy of your completed time sheet in the nurse staffing office upon completion of your shift.

3956 Christiana Court | Finksburg, MD 21048 | (443) 452-8488 Office | www.elitenursingstaffers.com

Time card must be received by 12 noon Monday through Friday for paycheck to be mailed same day.

White Copy - Staffing Office • Yellow Copy - Elite Nursing • Pink Copy - Employee