



Instructions for Timesheets

- Timesheets are due every Monday by 12 Noon Central Time. You may fax or email them. If your timesheet is received after this time you risk not being paid until the following week per the terms of your Employment Agreement.
- Pay day is every Friday. You will receive a password by email for paystubs that will be emailed to you every week.
- Please be sure to include the Unit/Floor where the work was done.
- Please be sure that the Client Representative signs the timesheet and prints his or her name in the spaces provided. Inability to read the name may result in timesheet not being processed until the name can be verified. Timesheets with the approval signatures anywhere but the designated areas will NOT be accepted as approved.
- Please calculate total hours by decimal. For example: 36 hours and 30 minutes should be listed as 36.5 hours.
- Please be sure to include lunch breaks on the timesheet. If no lunch was taken, please write NO LUNCH. If you leave the lunch section empty with no notes, it will be assumed that you took a lunch and you may be deducted 30 minutes for a lunch break.
- If you worked as a charge nurse, please include the hours worked charge in the designated area.
- If you were placed on call, please include on call hours and any call back hours in the designated areas.
- If you turn in a timesheet, it is assumed that the hours are correct. Please review before sending to make sure everything is accurate so that billing and payroll errors can be minimized.
- Please be sure that the timesheet is legible. If the timesheet cannot clearly be read, it may not be accepted. This may lead to payroll being processed the following week once a legible timesheet is received.

Fax Number: 866.366.9794

Email: payroll@texasselectstaffing.com

Timesheet

Please fax to 866.366.9794 or
Email to payroll@texasselectstaffing.com



Employee Name: _____

Week Ending: _____ Client: _____
Month/Day/Year

Date	Day	Time In	Lunch	Time Out	Total	Unit/Floor	Charge Nurse	For On Call Employees				Notes
								Beeper Time	Hrs	Call In Time	Hrs	
Month/Day	Example	7am	12p-12:30p	7:30pm	12			8a-5p	9	9a-11a	2	
	Sun											
	Mon											
	Tue											
	Wed											
	Thur											
	Fri											
	Sat											
Total Weekly Hours:						Charge Hours:		Total On Call:		Total Call Back:		

Employee Signature: _____ Date: _____

*By signing I verify that all information in this timesheet is accurate and complete.

*By signing I confirm that I had no work related injuries this work week.

Client Representative: _____ Title: _____
(Print Name)

Approval Signature: _____ Date: _____

*Signature of Client representative verifies the accuracy of the reported hours.

*By signing, Client agrees to pay invoice for coresponding approved hours at the rates and terms agreed upon in the signed Master Services Agreement between Client and Texas Select Staffing.