

## **Timesheet Completion Guidelines**

Timesheets are legal documents subject to review by auditors and governmental agencies. Employees are accountable to the accuracy for every timesheet submitted. Falsification of a timesheet, whether intentional or inadvertent is grounds for corrective action, up to and including termination.

Record timesheet at the start and end of each shift worked including completion of the "Time Out" and "Time In" areas for lunch breaks. The only time the lunch break area is not completed is when the employee does not have a lunch break. Please note: if you do not take a lunch break, record "no break" on the timesheet along with written approval from the hospital/facility supervisor.

All time extending beyond the scheduled shift must be pre-approved by a facility supervisor.

A supervisor's signature/initials are required for all shifts worked. This should be noted in the Approval area or at the bottom of the timecard.

Additional supervisor signature/initials for overtime worked is required and should be noted in the OT Approval area

Submit your timesheet with your signature. All white outs, cross-outs or changes must be dated and initialed.

All orientation shifts to hospitals/facilities are paid at a flat orientation rate.

Although our staffing department will try to rectify incorrect timecards as quickly as possible, payroll may be delayed until the following week if needed information is not received prior to the time that payroll is completed for the week.

**All timecards are to be received in the Brighton office by 12 noon on Monday for shifts worked the previous week.**