

RDStaffCo Timesheet

T: 1-877-578-2331
F: 1.877.471.2502

EMPLOYEE NAME: **Jane Doe**
 DEPT#:
 LOCATION: **Dallas, TX**

TIME INCREMENTS
 15 mins = .25
 30 mins = .50
 45 mins = .75

STARTING DATE: **mm/dd/yyyy**
 ENDING DATE: **mm/dd/yyyy**
 JOB TITLE: **Nurse Practioner**

Verify that both your name and city are on the sheet.

Your title won't change but the pay period dates will. Update your dates every time!

DAY OF WEEK	SUN	MON	TUES	WED	THUR	FRI	SAT	SUN	MON	TUES	WED	THUR	FRI	SAT	TOTAL
DATE	12/30	12/31	1/1	1/2	1/3	1/4	1/5	1/6	1/7	1/8	1/9	1/10	1/11	1/12	
TIME IN		8:00 AM			8:00 AM	8:00 AM			8:00 AM	8:00 AM	8:00 AM	8:00 AM	8:00 AM	8:00 AM	
LUNCH-OUT		12:00 PM			12:00 PM	12:00 PM			12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM	
LUNCH-IN		1:00 PM			1:00 PM	1:00 PM			1:00 PM	1:00 PM	1:00 PM	1:00 PM	1:00 PM	1:00 PM	
TIME OUT		5:00 PM			5:00 PM	5:00 PM			5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM	
TOTAL HOURS		8			8	8			8	8	8	8	8	8	64
PGR/ON-CALL															
CALL BACK															
PTO				8											
HOLIDAY			8												
TOTAL HOURS	0	0	8	8	0	0	0	0	0	0	0	0	0	0	16
G&A															
OHD															
TOTAL HOURS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
														TOTAL HOURS	80

Verify each tier of totals are correct.

Jane Doe
 EMPLOYEE SIGNATURE
 Comments _____
 Overtime is not permitted unless authorized by the government.
 SUPERVISOR/GOVERNMENT APPROVAL _____
 PLEASE FAX SIGNED TIMESHEET TO 877-471-2502 BY CLOSE OF BUSINESS THE MONDAY FOLLOWING THE COMPLETED PAY PERIOD

Sign your name by hand or by electronic signature.

Verify that your total hours add up correctly.

Period Start Date	Period End Date	Period Start Date	Period End Date	Period Start Date	Period End Date	Date	Federal Holidays
12/30/2012	1/12/2013	5/5/2013	5/18/2013	9/8/2013	9/21/2013	1/11/2013	New Year's Day
1/13/2013	1/26/2013	5/19/2013	6/1/2013	9/22/2013	10/5/2013	1/21/2013	Martin Luther King's Day
1/27/2013	2/9/2013	6/2/2013	6/15/2013	10/8/2013	10/19/2013	2/18/2013	President's Day
2/10/2013	2/23/2013	6/16/2013	6/29/2013	10/20/2013	11/2/2013	5/27/2013	Memorial Day
2/24/2013	3/9/2013	6/30/2013	7/13/2013	11/3/2013	11/16/2013	7/4/2013	Independence Day
3/10/2013	3/23/2013	7/14/2013	7/27/2013	11/17/2013	11/30/2013	9/2/2013	Labor Day
3/24/2013	4/6/2013	7/28/2013	8/10/2013	12/1/2013	12/14/2013	10/14/2013	Columbus Day
4/7/2013	4/20/2013	8/11/2013	8/24/2013	12/15/2013	12/28/2013	11/11/2013	Veterans' Day
4/21/2013	5/4/2013	8/25/2013	9/7/2013	2014 Pay Schedule Begins		11/28/2013	Thanksgiving Day
						12/25/2013	Christmas Day

The Yellow Highlighted Boxes Require Your Entry.

If you are unsure of pay period dates or Holidays, refer to the list above.

