

# Advantage Heath Care Staffing - Timesheet

Office Phone Number: (432) 466 - 1994

Employee Information	
Name	
Title	
Facility	
Area Worked	

Shift Details (Circle)	
Charge Nurse	Yes    No
Lunch	Yes    No
Special Unit	OB/L&D    ER    NICU    Other:

Date	Start Time	End Time	Start Time	End Time	Regular Hours	Overtime Hours	Total Hours
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Weekly Totals							

Mileage:\_\_\_\_\_

Signatures	
Employee Signature:	Date:
Supervisor Signature:	Date:
Client Signature:	Date:

*Each employee is responsible for getting timesheet signatures at the end of each shift. Text a picture of completed timesheets to the office phone number or email it to [timesheet@advantage-hcs.com](mailto:timesheet@advantage-hcs.com) at the end of every shift.*