



# EMPLOYEE TIME SHEET

**Time sheet must be received by  
midnight every Sunday in order  
to receive paycheck!**

Employee Name (print): \_\_\_\_\_ Discipline: \_\_\_\_\_

Week Beginning: Monday, \_\_\_\_\_ Week Ending: Sunday, \_\_\_\_\_

| Day           | Date | Time In      | Break Time Out | Break Time In | Time Out     | Daily Total Hours | Facility Name                 | Site | Miles If authorized | On-Call Hours | Call Back Hours | <u>Facility Signature Required</u> |
|---------------|------|--------------|----------------|---------------|--------------|-------------------|-------------------------------|------|---------------------|---------------|-----------------|------------------------------------|
| Mon           | /    | : am<br>: Pm | : am<br>: pm   | : am<br>: pm  | : am<br>: pm |                   |                               |      |                     |               |                 |                                    |
| Tue.          | /    | : am<br>: pm | : am<br>: pm   | : am<br>: pm  | : am<br>: pm |                   |                               |      |                     |               |                 |                                    |
| Wed           | /    | : am<br>: pm | : am<br>: pm   | : am<br>: pm  | : am<br>: pm |                   |                               |      |                     |               |                 |                                    |
| Thu.          | /    | : am<br>: pm | : am<br>: pm   | : am<br>: pm  | : am<br>: pm |                   |                               |      |                     |               |                 |                                    |
| Fri.          | /    | : am<br>: pm | : am<br>: pm   | : am<br>: pm  | : am<br>: pm |                   |                               |      |                     |               |                 |                                    |
| Sat.          | /    | : am<br>: pm | : am<br>: pm   | : am<br>: pm  | : am<br>: pm |                   |                               |      |                     |               |                 |                                    |
| Sun.          | /    | : am<br>: pm | : am<br>: pm   | : am<br>: pm  | : am<br>: pm |                   |                               |      |                     |               |                 |                                    |
| <b>Total:</b> |      |              |                |               |              |                   | <b>Total</b> (if applicable): |      |                     |               |                 |                                    |

**CLIENT** • It is understood that the individual signing this time sheet is an authorized representative of the facility and hereby certifies that the hours, miles, drive time, and/or on-call are correct and that the work was performed. Client agrees that utilization of the employee named on the top of this time sheet on either a temporary or full time basis will remain under the employ of A-Line Staffing Solutions unless a fee of 30% of employee's first year salary is paid to A-Line Staffing Solutions.

**EMPLOYEE** • By signing below you indicate that the hours, miles, drive time, and/or on-call are correct and that the work was performed. You are also fully aware that an authorized time sheet must be received by A-Line Staffing Solutions every Sunday by midnight in order to be paid. If time sheet is not received and signed by supervisor, employee will not be paid until the next payroll. By signing this time sheet EMPLOYEE agrees not to work directly for the facility, independently or thru another agency for a period of one (1) year. Thus should employee violate any of these restrictions, CORPORATION is entitled to injunctive relief in addition to pursuing any and all remedies, including collection for loss of revenue, attorney fees and costs, without the necessity of posting bond or proving actual damages.

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**Fax (586) 446-5800**

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