



**Medical Staffing Agency**

**219 W Office Street Harrodsburg KY 40330  
Office/Text 859-748-9600 Fax 859-715-0555**

EMPLOYEE NAME: Last Name, First Name (PLEASE PRINT)

Facility/Client

DAY	DATE	Time In	Time Out	Lunch	Total	Charge	CLIENT'S AUTHORIZED SIGNATURE FOR HOURS WORKED	CHECK/INDICATE ALL THAT APPLY
Monday		:	:	:	:	:		UNIT COVID BONUS TRAVEL
Tuesday		:	:	:	:	:		
Wednesday		:	:	:	:	:		
Thursday		:	:	:	:	:		
Friday		:	:	:	:	:		
Saturday		:	:	:	:	:		
Sunday		:	:	:	:	:		

I certify that the hours shown represent my total hours worked and were verified Properly by an authorized representative of the client/facility.

Employee Signature:

I WOULD LIKE TO BE COMPENSATED BY: Pay Card Check Direct Deposit (CIRCLE ONE)

**Fax Timesheet to 859-715-0555**

**Email Image of Timesheet to: [ts@nursestatky.com](mailto:ts@nursestatky.com)**

**TIMESHEET MUST BE IN BY 12:00 PM EST MONDAY MORNING**

Timesheet complete when:

1. Times in/out filed in clearly. Total each day.
2. Appropriate signatures by days worked.
3. Facility name written in space provided.
4. Nurse's name written in space provided.
5. Nurse's signature in space provided.
6. 30 min. automatically deducted for lunch unless otherwise noted if 5 hours worked.
7. Mailing address change: Notify your recruiter
8. Pay period starts Monday am shift and end after Sunday pm shift.

Mail Check to: ONLY if you want the check sent to an address other than the one listed in your file.

OFFICE USE ONLY

Contract #: