



**Medical Staffing Agency**

**545 Mooreland Avenue Harrodsburg KY 40330**  
**Voice/Text 859-748-9600**

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

Facility/Client

CLIENTS AUTHORIZED SIGNATURE MUST APPEAR DAILY

| DAY       | DATE | Time In | Time Out | Lunch | Total | Charge | CLIENT'S AUTHORIZED SIGNATURE FOR ACTUAL HOURS WORKED | UNIT |
|-----------|------|---------|----------|-------|-------|--------|---|------|
| Monday    |      | :       | :        | :     | :     | :      |   |      |
| Tuesday   |      | :       | :        | :     | :     | :      |   |      |
| Wednesday |      | :       | :        | :     | :     | :      |   |      |
| Thursday  |      | :       | :        | :     | :     | :      |   |      |
| Friday    |      | :       | :        | :     | :     | :      |   |      |
| Saturday  |      | :       | :        | :     | :     | :      |   |      |
| Sunday    |      | :       | :        | :     | :     | :      |   |      |

| Week Ending |     |      |
|-------------|-----|------|
| Month       | Day | Year |
|             |     |      |

|             |  |   |
|-------------|--|---|
| Total Hours |  | 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:   |

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

**or**

**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 #: