**Plexsum** Staffing Solutions

# TIMESHEET

*Pay periods run from Sunday - Saturday with Saturday being the last day of the pay period. Please fill out your timesheet accordingly.*

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|---|---|
| | |
| *Employee Name* | *Client or Facility Name* |

| DAY | DATE | UNIT | TIME IN | TIME OUT | LUNCH BREAK | TOTAL HOURS | ON CALL HOURS | | | CALL BACK HOURS | | | ORIENT/OT HOURS | CLIENT SIGNATURE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | IN | OUT | TOTAL | IN | OUT | TOTAL | | |
| SUN | | | | | | | | | | | | | | |
| MON | | | | | | | | | | | | | | |
| TUE | | | | | | | | | | | | | | |
| WED | | | | | | | | | | | | | | |
| THU | | | | | | | | | | | | | | |
| FRI | | | | | | | | | | | | | | |
| SAT | | | | | | | | | | | | | | |
| TOTALS | | | | | | | | | | | | | | |

**Employee signature constitutes the following:**
**I recognize the rights of Plexsum Staffing Solutions, Inc. as the employer and agree not to employ by the facility individually or through an agent for a period of at least ninety (90) days written notice following the termination of this assignment without approval of Plexsum Staffing Solutions, Inc.**
- The above hours were actual hours worked and were verified by a representative of the facility authorized to approve timesheets.
- The above hours need to exactly match any daily time logs used by the facility. Daily time logs used by the facility will supersede hours noted on Plexsum timesheets and adjustments will be made accordingly.
- I certify that no injury was incurred by me during this agreement.

**Client signature constitutes the following:**
- The signer is authorized to approve timesheets.
- Acceptance of hours and satisfaction with Employee's work.
- The above hours match any daily time logs used by facility.
- Client agrees to provide Plexsum payment for services according to the terms and conditions of the agreed upon contract. No credits will be given once Employee is paid.

_____
*Employee Signature*

_____
*Client Signature*

If you are a traveler and working away from your tax residence and receive Per Diem pay, you agree to the terms stated in the Employee Handbook.

**PLEASE SUBMIT AFTER LAST SHIFT WORKED FOR THE WEEK. MUST be received by SUNDAY 12:00 PM EST**

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