



Integrity Nursing Staffing Solutions, LLC

Temporary Staffing Agency

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## **TIMESHEET**

YOUR NAME: \_\_\_\_\_

FACILITY NAME: \_\_\_\_\_

CLASSIFICATION: RN LPN CENA ID.# \_\_\_\_\_ WEEK ENDING: \_\_\_\_\_

<b><u>Day</u></b>	<b><u>Date</u></b>	<b><u>Unit</u></b>	<b><u>Reg*Hrs</u></b>	<b><u>Start</u></b>	<b><u>Lunch Time</u></b> <i>Our/In</i>	<b><u>End</u></b>	<b><u>Authorized Signature</u></b>
Sun.							
Mon.							
Tues.							
Wed.							
Thurs.							
Fri.							
Sat.							

TOTAL HOURS FOR THE WEEK: \_\_\_\_\_

*\*You must provide an explanation for any time worked after your scheduled ending time along with an authorized signature in order to be paid.*

YOUR SIGNATURE: \_\_\_\_\_

>Timesheets are due in the office every week on MONDAY no later than 12:00pm to be paid on the following Friday.

>Timesheets are to be completed in its entirety to ensure proper pay

>The pay period begins on Sunday and ends on Saturday