



Timeslips can be faxed to 1-800-915-0559
 or emailed to payroll@encoremedicalstaffing.com



All slots must be filled in completely to avoid a delay in processing. (Date, Day, Facility, Time In, Lunch, Time Out, All Signatures, All Printed Names)
 Timeslips must be turned in by 9am EST Mon-Fri to be processed the same day. (excluding holidays, weekends and inclement weather)
 Allow 24 to 48 hours after processing for payroll funds to be deposited depending on your bank or pay card. EMS has no control over bank depositing time.
 Any timeslip sent in for a shift booked without EMS staff knowledge will be delayed until we confirm the shift was worked.
30 minutes will be deducted for break every 8 hours worked unless the supervisor **initial's** otherwise.

DATE	DAY	FACILITY	TIME IN	No Break Initial	TIME OUT	SUPERVISOR SIGNATURE	SUPERVISOR PRINT
	MON		am pm		am pm		
			am pm		am pm		
	TUES		am pm		am pm		
			am pm		am pm		
	WEDS		am pm		am pm		
			am pm		am pm		
	THURS		am pm		am pm		
			am pm		am pm		
	FRI		am pm		am pm		
			am pm		am pm		
	SAT		am pm		am pm		
			am pm		am pm		
	SUN		am pm		am pm		
			am pm		am pm		

I certify that the information I have provided is true and accurate to the best of my knowledge. I certify no injury or accident while on assignment.

RN LPN CNA Employee Signature _____ Employee Print _____
 (circle one)