



Fax Timeslips to 1-800-915-0559
 or email to payroll@encoremedicalstaffing.com



Fill all areas completely to avoid a delay in processing (Date, Day, Facility, Time In, Time Out, All Signatures)
 Timeslips must be turned in by 9am EST Mon-Fri to be processed the same day (excluding holidays, weekends and inclement weather)
 Your bank or pay card may take 48 to 72 business hours after processing to direct deposit. EMS has no control over your bank depositing time.



If you don't see your name on the schedule, you must call 864-380-5148 immediately. **(Do not leave the facility - No Exceptions)**

DATE	DAY	FACILITY	TIME IN	NURSE SIGNATURE (ARRIVAL TIME)	DEDUCT	TIME OUT	NURSE SIGNATURE (DEPARTURE TIME)	NOTES
	MON		am pm		30 MIN	am pm		
			am pm		30 MIN	am pm		
	TUES		am pm		30 MIN	am pm		
			am pm		30 MIN	am pm		
	WEDS		am pm		30 MIN	am pm		
			am pm		30 MIN	am pm		
	THURS		am pm		30 MIN	am pm		
			am pm		30 MIN	am pm		
	FRI		am pm		30 MIN	am pm		
			am pm		30 MIN	am pm		
	SAT		am pm		30 MIN	am pm		
			am pm		30 MIN	am pm		
	SUN		am pm		30 MIN	am pm		
			am pm		30 MIN	am pm		

I certify 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)