



Fax Timeslips to 1-800-915-0559 or email to [payroll@encoremedicalstaffing.com](mailto: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 hours or more processing direct deposits. 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)
	MON		am pm		30 MIN	am pm	
	TUES		am pm		30 MIN	am pm	
	WEDS		am pm		30 MIN	am pm	
	THURS		am pm		30 MIN	am pm	
	FRI		am pm		30 MIN	am pm	
	SAT		am pm		30 MIN	am pm	
	SUN		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.

Employee Name (CNA, LPN, RN) \_\_\_\_\_ Paper Check Pickup: Day \_\_\_\_\_ Time \_\_\_\_\_