



STAFFING SERVICE

White Coat Healthcare Staffing
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Fax: 667-295-7145
Facility may have their own electronic clock in/out system. Use their system to clock in/out. If not, use form and have authorized personnel to sign at the end of your shifts.

REPORTING HOURS

Print Name
Job Title
Last 4 Digit of SSN Week Ending Sunday

IMPORTANT: Employers, please make sure that the hours indicated on this form are accurate. We only enter the "APPROVED" hours. Your signature indicates that these hours are true hours worked by the Contractor/PRN

Please Complete Section

Company

Table with 7 columns: Day of Week, Date, Time In, Time Out, Break, Reg Hours, OT Hours Over 40. Rows for MON, TUES, WED, THUR, FRI, SAT, SUN.

Authorized Signature
Include acceptance of Terms and conditions below

Print Authorized Name

Dept Phone: Ext

Please Write Total Hrs Worked

(All Checks are Direct Deposited)

- 1. Please confirm hrs. worked and write in space provided above.
2. Please keep copy for your records.

Comments:

Total Hours for Week Nearest 1/4 Hour

Have you completed your project? If yes, contact your recruiter immediately Yes No

I hereby certify that the hours here are accurate for the week designated and were approved by an authorized representative of the company and No accidents or injuries were sustained while working on this assignment, unless reported.

Worker's Signature :

Terms and Conditions

STAFFING FIRM responsibilities are to assign its qualified (PRN) to work under CLIENT supervision; CLIENT signature on this time sheet or, in the case of time entries submitted by CLIENT electronically, the submission of such entries to STAFFING FIRM via fax or email transmission, certifies that the reported hours are correct. CLIENT will pay STAFFING FIRM for the hours at the documented rates upon receipt of STAFFING FIRM invoices.

CLIENT will not ask or permit PRNs to use any vehicle or entrust them with unattended premises, cash, checks, keys, credit cards, merchandise, confidential or trade secret information, negotiable instruments, or other valuables without the prior written permission of STAFFING FIRM. I

It's Always A Great Day Here At White Coat Healthcare Staffing

As the situation with coronavirus (COVID-19) continues to develop, we as a team is ready and standing by to help our clients keep up with reliable staffing. Our clients rely on you every day for your professional help, and we're going to continue to provide reliable help they can count on.