



Timesheet can be faxed to 1-909-533-2233
 or emailed to payroll@sunlifemedicalstaffing.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)
 Timesheet must be turned in by 9am PACIFIC TIME on Monday to be processed for the following week payroll. (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. SMS has no control over bank depositing time. Any timesheet sent in for a shift booked without SMS staff knowledge will be delayed until we confirm the shift was worked.
30 minutes will be deducted for break every 8 or 12 hours worked unless the supervisor **initial's** otherwise.

DATE	DAY	FACILITY	TIME IN		No Break Initial	TIME OUT		SUPERVISOR SIGNATURE	SUPERVISOR PRINT
			am	pm		am	pm		
	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)