



**Instructions:** Fill out all sections completely

1. Please be sure to list ALL in & out times including meal breaks. If meal breaks are missed, approvals are required.
2. Please indicate if each 10 minute rest break was taken by writing Y for Yes or N for No in the Rest Break ? Column.
3. Please note any exceptions in the comments section (no meal break, stayed late, orientation).
4. Time is calculated by actual in & out times and is not rounded, unless specified by hospital protocol.
5. Show time worked in military time.
6. **Regardless of the facility policy, all SDNA employees MUST send in a timesheet by 12pm CST Monday.**
7. **FAX to 1-888-998-7324 or Email to Timesheets@staffdna.com.**

**Name:** \_\_\_\_\_  
(Please Print)

**Hospital:** \_\_\_\_\_

**Week Ending:** \_\_\_\_\_

**Cost Ctr / Unit:** \_\_\_\_\_

Date	Day	Time In	Lunch	Time Out	Total	Rest Break?	On Call Time	Hrs	#	Call Back Time	Hrs	Comments
<i>MM/DD</i>	<i>Example</i>	<i>0700</i>	<i>1100-1150</i>	<i>1550</i>	<i>8</i>	<i>Y / Y</i>	<i>2300-0700</i>	<i>8</i>	<i>1</i>	<i>1900-2300</i>	<i>4</i>	
	Wed											
	Thu											
	Fri											
	Sat											
	Sun											
	Mon											
	Tue											
<b>Total Weekly Hours</b>												

\*\*\*Timesheets will NOT be processed without an authorized client signature\*\*\*

**Employee Signature:** \_\_\_\_\_  
By signing, I certify that all information reflected on this time record is complete and accurate.

**Date:** \_\_\_\_\_

**Authorized Client Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Authorized Name:** \_\_\_\_\_  
(Please Print)

**If scheduled hours are not met, please specify reason below.**

**Example: Monday, Orientation**

Signature of Authorized Client Contact verifies accuracy of hours reported. Client agrees to pay invoice with corresponding approved hours according to the rates and terms previously agreed to in the Master Services Agreement and Schedule.

**Attention StaffDNA Employees**

If the facility utilizes an automated time-keeping system, final approval of hours will derive from the time report. It is your responsibility to ensure you are properly documenting your time within the facility's time-keeping system. In the event of discrepancies, the automated reports prevail and adjustments will be made.