



A Medical Staffing Network Company

Bi-Weekly Time Sheet

Name: _____ S.S.#: XXX-XX-____-____-____

Paycheck Address: _____

Hospital: _____

City, State, Zip: _____

DAY	DATE	IN		LUNCH/DINNER		OUT	TOTAL HOURS	UNIT	ON CALL		CALL BACK		
		AM	PM	OUT	IN				In	Out	In	Out	
		AM	PM	AM	PM	AM			AM	PM	AM	PM	<input type="checkbox"/> Charge <input type="checkbox"/> Low Census ____ Hrs
		AM	PM	AM	PM	AM			AM	PM	AM	PM	<input type="checkbox"/> Charge <input type="checkbox"/> Low Census ____ Hrs
		AM	PM	AM	PM	AM			AM	PM	AM	PM	<input type="checkbox"/> Charge <input type="checkbox"/> Low Census ____ Hrs
		AM	PM	AM	PM	AM			AM	PM	AM	PM	<input type="checkbox"/> Charge <input type="checkbox"/> Low Census ____ Hrs
		AM	PM	AM	PM	AM			AM	PM	AM	PM	<input type="checkbox"/> Charge <input type="checkbox"/> Low Census ____ Hrs
		AM	PM	AM	PM	AM			AM	PM	AM	PM	<input type="checkbox"/> Charge <input type="checkbox"/> Low Census ____ Hrs
		AM	PM	AM	PM	AM			AM	PM	AM	PM	<input type="checkbox"/> Charge <input type="checkbox"/> Low Census ____ Hrs

DAY	DATE	IN		LUNCH/DINNER		OUT	TOTAL HOURS	UNIT	ON CALL		CALL BACK		
		AM	PM	OUT	IN				In	Out	In	Out	
		AM	PM	AM	PM	AM			AM	PM	AM	PM	<input type="checkbox"/> Charge <input type="checkbox"/> Low Census ____ Hrs
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		AM	PM	AM	PM	AM			AM	PM	AM	PM	<input type="checkbox"/> Charge <input type="checkbox"/> Low Census ____ Hrs
		AM	PM	AM	PM	AM			AM	PM	AM	PM	<input type="checkbox"/> Charge <input type="checkbox"/> Low Census ____ Hrs
		AM	PM	AM	PM	AM			AM	PM	AM	PM	<input type="checkbox"/> Charge <input type="checkbox"/> Low Census ____ Hrs
		AM	PM	AM	PM	AM			AM	PM	AM	PM	<input type="checkbox"/> Charge <input type="checkbox"/> Low Census ____ Hrs
		AM	PM	AM	PM	AM			AM	PM	AM	PM	<input type="checkbox"/> Charge <input type="checkbox"/> Low Census ____ Hrs

If total hours were less than 36 during this week, explain below (i.e. approved vacation, sick, etc.)

Employee Signature Date

Client Signature Date

Please be sure you and your supervisor sign your timesheet. IntelIStaf Travel offices must receive Timesheets by 12pm (CST) Tuesday. Timesheets received after 12pm will be paid the following week.

Fax#: 800.888.0937