



InteliStaf Travel: Time Card Cheat Sheet



List

- Nurse Name
- Check Mailing address
- Facility Name
- Check the box Fed-Ex or Regular Mail
- Hospital Unit
- Hospital Approval
- Employee Signature
- Date shift worked example 9/23/08
not just 9/23
- Always use in and out timecard for all shifts
this included regular shift, On Call, Or Call Back
- If Low Census please check box and total
hours called off
- Comments- Any comment is helpful if
needed for the week. Example: Reason why
I missed a shift. "Out Sick"

Timecards are due by noon every Tuesday.

InteliStaf[®]
TRAVEL

A Medical Staffing Network Company

Payroll Customer Service
800.950.3415 ext. 4235