QUALITY TEMP STAFFING
MEDICAL STAFFING SPECIALISTS

SAMPLE EMPLOYEE TIMESHEET

Employee Name: Marsha Smith **Job Title:** Certified Phlebotomy Technician

Facility Name: Common Health Medical Center **Pay Period:** 06/16/2022 – 06/30/2022

WORK DAY	DATE	TIME IN	LUNCH OUT	LUNCH IN	TIME OUT	OVERTIME IN	OVERTIME OUT	BREAKS (CHECK OFF)		REG HOURS	OT HOURS	OT INITIAL
Sun.												
Mon.												
Tues.	06/16/22	8:00	12:00	12:30	16:30	16:30	18:30	✓	✓	8	2	AC
Wed.	06/17/22	8:00	12:00	12:30	16:30			✓	✓	8		
Thurs.	06/18/22	8:00	12:00	12:30	16:30			✓	✓	8		
Fri.	06/19/22											
Sat.	06/20/22	8:00	12:00	12:30	16:30			✓	✓	8		
									Week Total:	32	2	

WORK DAY	DATE	TIME IN	LUNCH OUT	LUNCH IN	TIME OUT	OVERTIME IN	OVERTIME OUT	BREAKS (CHECK OFF)		REG HOURS	OT HOURS	OT INITIAL
Sun.	06/21/22	8:00	12:00	12:30	16:30			✓	✓	8		
Mon.	06/22/22											
Tues.	06/23/22	15:00	19:00	19:30	23:30			✓	✓	8		
Wed.	06/24/22											
Thurs.	06/25/22	8:00	12:00	12:30	16;30	16:30	19:30	✓	✓	8	3	AC
Fri.	06/26/22	8:00	12:00	12:30	16:30					8		
Sat.	06/27/22	15:00	19:00	19:30	23:30	23:30	00:30	✓	✓	8	1	AC
									Week Total:	40	4	

WORK DAY	DATE	TIME IN	LUNCH OUT	LUNCH IN	TIME OUT	OVERTIME IN	OVERTIME OUT	BREAKS (CHECK OFF)		REG HOURS	OT HOURS	OT INITIAL
Sun.	06/28/22											
Mon.	06/29/22	8:00	12:00	12:30	16:30			✓	✓	8		
Tues.	06/30/22	8:00	12:00	12:30	16:30			✓	✓	8		
Wed												
Thurs.												
Fri.												
Sat.												
									Week Total:	16	0	

Fax or email timesheet before 9:00am to (818) 831-1126 / email@qualitytempstaffing.com

Comments:

I certify that I have provided complete and accurate information by signing this timesheet. I understand that it is against company policy to provide false or incomplete information on timesheets.

	Reg	OT	DT
GRAND TOTALS:	88	6	0

Marsha Smith — Employee Approved Signature

07/01/2022 — Date

Adriana Calderon — Facility Supervisor Approved Signature

Maria Alvarez — QTS Payroll Department Approved Signature

- State law a 30-minute meal period is required for every shift that is more than 5 hours by law.
- **Timesheets are due by 9:00am** on the 1st and the 16th day of each month.
- Overtime is paid in excess of 8 hours per day and over 40 hours per week.
- Please complete a NEW timesheet for each facility.