



# Weekly Timesheet

Email: [timesheets@stonebridgehealthstaffing.com](mailto:timesheets@stonebridgehealthstaffing.com)

Hotline: +1 214 382 8163

Text: \_\_\_\_\_

**\* Please note that Timesheets MUST be Submitted to the Office no later than 10:00 a.m. Monday Morning, Eastern Standard Time \***

Employee Name: \_\_\_\_\_ Facility Name: \_\_\_\_\_ Facility Location: \_\_\_\_\_

	Date	Time In		Break	Time Out		Hours Worked		Round Trip Mileage	Client Signature	Client Initials Approving Paid Break *	
	(mm/dd/yy)	Hours	Minutes	Minutes	Hours	Minutes	Hours	Minutes				
Sample	01/01/16	7	30	30	3	30	7	30	0			
Sunday												
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Saturday												
<b>Total Regular Hours</b>												
<b>Note: All overtime must be approved</b>							<b>Total Overtime Hours</b>				* Client must initialize Paid Break Approved to avoid a 30-minute deduction.	

By signing this timesheet, I certify under Penalty of Perjury that I have carefully reviewed this timesheet and that the hours reported on this timesheet, including all start and stop times, are accurate. I was allowed an uninterrupted meal period that was at least 30 minutes in duration. I have not reported more or less time than I actually worked. I declare that I have sustained no injury while on the assignment. I will not sign this time sheet if it is not accurate and will report any inaccuracies to Stonebridge Healthcare Staffing Services at +1 214 382 8163 immediately.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Employee Signature**                      **Date**                      **Supervisor Name (print)**                      **Supervisor Signature**                      **Date**

**Recruiter Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

Payroll will be delayed by two weeks if timesheet is received after the deadline. You can now email us your time sheets by taking a picture. Download CamScanner app and use it to save the pictures. You can then email your time sheet pictures through the app. <https://www.camscanner.com/user/download>. Please be sure your time sheets are signed by you and by the authorized person with the facility.