



Prioricare®

Prioricare Staffing Solutions
Phone: 800-772-1395 Local: 402-346-7736
Email Time Sheet to: ne@prioricare.com or Fax Time Sheet to: 888-772-4550

WEEKLY TIME SHEET

www.prioricare.com

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

Customer Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Timecards are due by 5 pm each Monday. Timecards received after the deadline will be processed the following payroll. Unsigned time sheets will be returned without a pay check. Any alterations to a box on the time sheet must be initiated by a client supervisor.

Table with 12 columns: Week Day, Date, Start Time, End Time, Lunch Out, Lunch In, Total Hours, Drove Round Trip (RT) or One Way (OW), Housing Provided Yes/No, Supervisor or Charge Nurse Yes/No, Injury/Incident Yes/No (Brief description) Notify Prioricare IMMEDIATELY! 800-772-1395, Client Supervisor Signature Initials. Includes rows for Sun-Sat, Weekly Totals, and Travel From/To.

I certify that I worked the hours shown on this timecard and that hours are certified by an authorized representative of the Client Company below. I understand that falsifying hours worked or information on the time card or altering the time card after being signed by the authorizing representative is grounds for immediate dismissal. Employee certifies no accident or injury was sustained while working on the assignment unless so noted.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

It is hereby certified by the client company representative that the above hours are correct and that work was performed by the above named pe

If a contract is signed, client terms and conditions are according to those terms. If no contract is signed, client agrees to pay invoice upon receipt with terms agreed upon prior to hiring and working staff, if no agreement is made, it will be at the highest standard published rate at time of service. A service charge of the maximum will be assessed on past due accounts. Client agrees to pay Prioricare a 20% recruiters/retainer for hiring Prioricare staff directly unless otherwise negotiated. A 4 hour minimum plus travel/housing will be charged if a filled shift is not cancelled within the time frame listed in the contract. Prioricare covers worker's compensation, unemployment, social security and Medicare. Any sales taxes or health care taxes will be added to the bill at no mark up. Any questions call 800-772-1395 or the local office.