

# Weekly Time Sheet

**Paid Holidays:** Paid holidays are based on provincial recognized STAT pay rates. It's important to note that agency/travel nurses do not have the same statutory pay structure as staff/unionized nurses due to differing agreements. Additionally, please be aware that shift swaps do not contribute to overtime calculations.

Employee Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Specialty ER, ICU, MED, ETC: \_\_\_\_\_



Day	DATE	Hospital/Facility	Unit (i.e 5west, 7.1)	Time In	Time Out	Regular Hrs.	Additional Hrs.	Total Hrs.	Charge Nurse/ Manager Name	Signature
Sun										
Mon										
Tue										
Wed										
Thur										
Fri										
Sat										
<b>Total Hrs.</b>										

Shift Hours	Break	Hours Paid
4 hrs	15 minutes	3.75hrs (3hrs 45 minutes)
5-11hrs	30 minutes	7.5 hrs (7hrs 30 minutes)
12-15hrs	45 minutes	11.25 hrs (11hrs 15 minutes)
16hrs	60 minutes	15hrs (15hrs)

Note: When you sign and submit this timesheet, you're affirming that the information it contains is honest and accurate.

Were there any shift swaps on this timesheet? Y\_\_\_\_\_ N\_\_\_\_\_ If (Y)list dates:\_\_\_\_\_

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

Date: \_\_\_\_\_

**Submit your weekly timesheet to payroll@911nursesgta.com by noon every Sunday. A supervisor's signature is required for all shifts worked. Ensure the timesheet is fully completed for timely payment processing. Any extra hours (OT or regular) must be accompanied by the Missed Break/OT Authorization Form for documentation. Your prompt and complete submissions are essential for efficient payroll processing.**