



Gentle Touch Nursing Staff, LLC. Temporary Staffing Agency

9110 N. Loop 1604 W. Suite 104 #2236 – San Antonio, TX 78249 – Office Phone:210.435.9068

Email: info@gentletouchnursingstaff.com Website: <https://gentletouchnursingstaff.com>

YOUR NAME: _____

FACILITY NAME: _____

CLASSIFICATION: RN LPN. CENA

ID# _____

WEEK ENDING: _____

DAY	DATE	UNIT	START	END	REG * HOURS	O.T. HOURS	AUTHORIZED SIGNATURE
SUN.							
MON.							
TUES.							
WED.							
THUR.							
FRI.							
SAT.							

TOTAL HOURS FOR THE WEEK:

*You **must** provide an explanation for any time worked after your scheduled ending time along with **authorization signature** in order to be paid.

YOUR SIGNATURE: _____

- Time-sheets are due in the office every week on Monday no later than 12:00pm, and you will be paid on the following Friday.
- Time-sheets are to be completed in its entirety to insure proper pay.
- Pay period begins on Sunday and end on Saturday.