

Printed Employee Name: _____  Printed Facility Name: _____	Instructions: Round time to the nearest quarter hour. If you work a shift that begins one day and ends the next day, record all time for that shift in the column of the day the shift begins. <b>Upload your prior week's timesheet to Workforce Portal prior to Sunday at 8:00am, failure to do so may result in delayed compensation and disciplinary action, up to and including termination.</b>
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	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date							
Shift Start Time							
Shift End Time							
Hours							
Orientation Shift	<input type="checkbox"/> Orientation	<input type="checkbox"/> Orientation	<input type="checkbox"/> Orientation	<input type="checkbox"/> Orientation	<input type="checkbox"/> Orientation	<input type="checkbox"/> Orientation	<input type="checkbox"/> Orientation
Orientation Start							
Orientation End							
No Break Exception <small>Facility Authorized Initial Required</small>	<input type="checkbox"/> No Break _____	<input type="checkbox"/> No Break _____	<input type="checkbox"/> No Break _____	<input type="checkbox"/> No Break _____	<input type="checkbox"/> No Break _____	<input type="checkbox"/> No Break _____	<input type="checkbox"/> No Break _____
On Call Start							
On Call End							
<b>Total Hours Worked</b>							
Shift Approval By Facility <small>Supervisor Must Sign First and Last name</small>	X	X	X	X	X	X	X

### Orientation/No Break Exceptions:

Facility agrees to orient GrapeTree employee to facility upon first worked shift at facility. All orientation shifts must have Orientation box checked as well as a facility authorized signature in the Shift Approval By Facility section to be considered a complete time sheet.

Facility must approve any missed/skipped breaks. The No Break box must be checked and a facility authorized supervisor must initial behind or next to the No Break box on this time sheet. If No Break Exception is not checked and initialed, payroll will deduct for a break depending on facility break requirements.


### Employee Authorization:

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

Date \_\_\_\_\_

By my signature, I certify that the information and hours reported above are accurate and reflect my actual hours worked. I understand that incorrect information may result in a payroll adjustment and that deliberate incorrect or misleading information may result in a payroll adjustment and/or disciplinary action. Further, I understand that if any of above information is missing from this timesheet, my timesheet will be considered incomplete and I will receive pay for the above reported hours on the following pay date.

# TIME SHEET REQUIREMENTS AND SUBMISSION



**WEEKLY TIME SHEET**  
*Fresh Staffing Solutions*

**Agency Name** \_\_\_\_\_

**Printed Employee Name** \_\_\_\_\_

**Printed Facility Name:** \_\_\_\_\_

**Instructions:** Round time to the nearest quarter hour. If you work a shift that begins one day and ends the next day, record all time for that shift in the column of the day that the shift begins. Upload your timesheet to Workforce Portal prior to Sunday at 8:00am. Timesheets received after the deadline may be paid the following pay period. Timesheets are required to be submitted within 20 days of shift worked. Any late submissions may result in disciplinary action, up to and including termination.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Date</b>							
<b>Shift Start Time</b>							
<b>Shift End Time</b>							
<b>Hours</b>							
<b>Orientation Shift</b>	<input type="checkbox"/> Orientation	<input type="checkbox"/> Orientation					<input type="checkbox"/> Orientation
<b>Orientation Start</b>							
<b>Orientation End</b>							
<b>No Break Exception Facility Authorized Initial Required</b>	<input type="checkbox"/> No Break	<input type="checkbox"/> No Break	<input type="checkbox"/> No Break	<input type="checkbox"/> No Break	<input type="checkbox"/> No Break	<input type="checkbox"/> No Break	<input type="checkbox"/> No Break
<b>On Call Start</b>							
<b>On Call End</b>							
<b>Total Hours Worked</b>							
<b>Shift Approval By Facility Supervisor Must Sign First and Last name</b>	X	X	X	X	X	X	X

**Orientation/No Break Exceptions:**  
Facility agrees to orient GrapeTree employee to facility upon first worked shift at facility. All orientation shifts must have Orientation box checked as well as a facility authorized signature in the Shift Approval By Facility section to be considered a complete time sheet.  
Facility must approve any missed/skipped breaks. The No Break box must be checked and a facility authorized supervisor must initial behind or next to the No Break box on this time sheet. If No Break Exception is not checked and initialed, payroll will deduct for a break depending on facility break requirements.

**Employee Authorization:**  
\_\_\_\_\_  
my signature. I certify that the information and hours reported above are accurate and reflect my actual hours worked. I understand that incorrect information may result in a payroll adjustment and that deliberate incorrect or misleading information may result in a payroll adjustment and/or disciplinary action. Further, I understand that if any of above information is missing from this timesheet, my timesheet will be considered incomplete and I will receive pay for the above reported hours on the following pay date.

**Employee Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

Employee and facility name (Clearly Printed)

- A new time sheet is needed for each facility

If a break is not taken it must be noted as no break, and a supervisor's initials are required for approval

Every shift requires a facility signature to indicate the shift was completed

Employee signature and date (mm/dd/yyyy)

Date (mm/dd/yyyy)

Shift Start and Ends Times

- Please indicate am/pm or use military time

## TIME SHEET REQUIREMENTS AND SUBMISSION

- Valid signed time sheets should be texted to 815-365-6400 by 10:00am on Monday each week. Time sheets received after the deadline, or without signature, may be paid with the following week's time sheets.
- GrapeTree Medical Staffing will enter the times/breaks directly from the time sheets into our accounting system. Please be sure that all breaks are marked clearly if they were not taken as we will be taking a break automatically if there is not a note stating no break was taken.

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