



|                       |  |
|-----------------------|--|
| <b>Employee Name:</b> |  |
| <b>Facility Name:</b> |  |
| <b>Week Ending:</b>   |  |

**Time sheet should be emailed to [timesheet@talemed.com](mailto:timesheet@talemed.com) each Monday by 1pm EST**

If you are unable to email your time sheet, you may fax it to 513.965.4209.

**Time sheets received after 1pm EST on Monday may be subject to a \$50 late processing fee.**

| Regular Hours | Dept/Unit | Day   | Date | Time In | Time Out | Break | Time In | Time Out | Hours | Comments |
|---------------|-----------|-------|------|---------|----------|-------|---------|----------|-------|----------|
|               |           | Sun   |      | AM PM   | AM PM    |       | AM PM   | AM PM    |       |          |
|               |           | Mon   |      | AM PM   | AM PM    |       | AM PM   | AM PM    |       |          |
|               |           | Tues  |      | AM PM   | AM PM    |       | AM PM   | AM PM    |       |          |
|               |           | Wed   |      | AM PM   | AM PM    |       | AM PM   | AM PM    |       |          |
|               |           | Thurs |      | AM PM   | AM PM    |       | AM PM   | AM PM    |       |          |
|               |           | Fri   |      | AM PM   | AM PM    |       | AM PM   | AM PM    |       |          |
|               |           | Sat   |      | AM PM   | AM PM    |       | AM PM   | AM PM    |       |          |
| <b>TOTAL</b>  |           |       |      |         |          |       |         |          |       |          |

| Call Hours | Dept/Unit | Day | Date | On Call |          | On Call Total | Call Back |          | Call Back Total | Comments |
|------------|-----------|-----|------|---------|----------|---------------|-----------|----------|-----------------|----------|
|            |           |     |      | Time In | Time Out |               | Time In   | Time Out |                 |          |
|            |           |     |      | AM PM   | AM PM    |               | AM PM     | AM PM    |                 |          |
|            |           |     |      | AM PM   | AM PM    |               | AM PM     | AM PM    |                 |          |
|            |           |     |      | AM PM   | AM PM    |               | AM PM     | AM PM    |                 |          |
|            |           |     |      | AM PM   | AM PM    |               | AM PM     | AM PM    |                 |          |
|            |           |     |      | AM PM   | AM PM    |               | AM PM     | AM PM    |                 |          |
|            |           |     |      | AM PM   | AM PM    |               | AM PM     | AM PM    |                 |          |

|                            |              |
|----------------------------|--------------|
| <b>Employee Signature:</b> | <b>Date:</b> |
|----------------------------|--------------|

|                           |              |
|---------------------------|--------------|
| <b>Manager Signature:</b> | <b>Date:</b> |
|---------------------------|--------------|

| MY SCHEDULE NEXT WEEK |      |                 |                    |
|-----------------------|------|-----------------|--------------------|
| Day of the Week       | Date | Shift Scheduled | Time Off Scheduled |
| Sunday                |      |                 |                    |
| Monday                |      |                 |                    |
| Tuesday               |      |                 |                    |
| Wednesday             |      |                 |                    |
| Thursday              |      |                 |                    |
| Friday                |      |                 |                    |
| Saturday              |      |                 |                    |

I am scheduled to be on vacation the entire pay week.

**PLEASE NOTE:** Your weekly time sheet must be completed in its entirety, and **SIGNED BY A NURSE MANAGER**. TaleMed follows all hospital pay week schedules. Any shift cancellation without opportunity of achieving guaranteed hours must be documented on the corresponding date in order for payment to occur.