

Get your timesheet at: <http://nportstaffing.com/clinician-resources/>

SEND TIMESHEETS TO: Angela Hankinson angela.hankinson@nportstaffing.com Fax: 866-549-1599

PAYROLL: Angela Hankinson 718-724-2825; angela.hankinson@nportstaffing.com

NPORT Main Number: 718-615-0049



NURSING VENDOR TRANSPORTATION AND 1:1 TIMESHEET

Timesheets for the 1-15 are due by the end of the day on the 15th / Timesheets for the 16-end of the month are due by the end of the last day of the month **To ensure timely payment please continue to send timesheets on a weekly basis

VENDOR NAME **NPORT**

VENDOR CODE

LAST NAME

FIRST NAME

RN LICENSE #

STUDENT NAME

STUDENT OSIS #

STUDENT DOB (IF NON-PUB)

SCHOOL NAME/ ATS DBN

SCHOOL DISTRICT

Week Beginning: (Saturday)

/ / 20

Week Ending: (Friday)

/ / 20

School Coverage CONFIRMATION #

1:1 School Day					
	DATE	School Day Time In	School Day Time Out	School Day TOTAL Hours	COMMENTS
MONDAY		:	:		
TUESDAY		:	:		
WEDNESDAY		:	:		
THURSDAY		:	:		
FRIDAY		:	:		
SATURDAY		:	:		
SUNDAY		:	:		
Total School Hours Worked					

Principal/ Authorized Signature: _____

Principal/ Authorized Name (Print) & Title: _____

Date: _____

Transportation CONFIRMATION #

Transportation										
	DATE	AM Pick Up Time	AM Drop Off Time	AM TOTAL Hours	AM Parent/ Guardian Initials	PM Pick Up/ Arrival Time	PM Drop Off Time	PM TOTAL Hours	PM Parent/ Guardian Initials	TOTAL AM + PM Hours
MONDAY		:	:			:	:			
TUESDAY		:	:			:	:			
WEDNESDAY		:	:			:	:			
THURSDAY		:	:			:	:			
FRIDAY		:	:			:	:			
SATURDAY		:	:			:	:			
SUNDAY		:	:			:	:			
Total Trans. Hours Worked										

Nurses Signature & Date: _____

Parent/ Guardian Signature: _____

Date: _____