

NURSE EMPLOYEE FACILITY TIME SHEET
(NOT for use in NYC DOE schools)

*Please complete and email this timesheet to nursetimesheets@nportstaffing.com by every Saturday.

Please confirm that the timesheet was received with nursetimesheets@nportstaffing.com.

** The workweek begins 12:00 AM on Sunday and ends 11:59 PM on Saturday and as such is paid per the payroll calendar. All hours done past Saturday 11:59 PM are paid in the following workweek/pay period which starts every Sunday 12:00 AM. Overtime rate is only paid for all hours worked past 40 hours during a workweek.

PLEASE PRINT CLEARLY.

FACILITY NAME: _____

EMPLOYEE NAME: _____

TITLE (Please circle one): *RN Supervisor* *RN* *LPN* *CNA*

<u>DATES OF SERVICE</u>	<u>SHIFT START TIME</u>	<u>LUNCH (IN)</u>	<u>LUNCH (OUT)</u>	<u>SHIFT END TIME</u>	<u>TOTAL HRS WORKED</u>	<u>SUPERVISOR SIGNATURE</u>
SUN:		_____	_____			
MON:		_____	_____			
TUES:		_____	_____			
WED:		_____	_____			
THURS:		_____	_____			
FRI:		_____	_____			
SAT:		_____	_____			

OVERTIME APPROVED ☐ YES ☐ NO

SUPERVISOR SHIFT ☐ YES ☐ NO

Authorized Client Representative's Printed Name

Authorized Client Representative's Title

Authorized Client Representative's Signature

Date of Authorized Client Representative's Signature

NPORT Employee's Signature

Date of Employee Signature

- ❖ ALL OVERTIME MUST BE APPROVED BY FACILITY STAFF PRIOR TO SHIFT BEING WORKED
- ❖ ALL SHIFTS / SCHEDULES MUST BE CONFIRMED BY FACILITY STAFFING PERSONNEL