



Weekly Time Sheet

Tel: 800-884-8788 • Toll-Free Fax: 888-862-3408
 (Important: Fax time sheet every Monday before 3:00 PM, Eastern Time)

| | | |
|--------------------------|--|--------|
| Employee Name: | Hospital: | State: |
| Last Four Digits of SS#: | Unit: | |
| Job Title: | Assigned Shift (Example: 7:00 AM-3:00 PM): | |

| | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|--|-----|-----|-----|-----|-----|-----|-----|
| Date: | | | | | | | |
| Time in | | | | | | | |
| Time out | | | | | | | |
| Meal (minutes) | | | | | | | |
| Totals: | | | | | | | |
| Regular Hours | | | | | | | |
| Overtime Hours | | | | | | | |
| Supervisor must initial for any O.T. hours: | | | | | | | |
| On-Call Time In | | | | | | | |
| On-Call Time Out | | | | | | | |
| Call-Back Time In | | | | | | | |
| Call-Back Time Out | | | | | | | |
| In-Charge Hours | | | | | | | |
| Supervisor must initial for any In charge hours: | | | | | | | |
| Unit/Floor Worked | | | | | | | |

| |
|------------------|
| Comments: |
| |

| | | |
|-------------------------|----------------------|-------|
| Employee's Signature: | | Date |
| Supervisor's Signature: | Name (please print): | Date: |

DO NOT WRITE IN BOXES BELOW
To be completed by American Traveler Payroll Department

| Summary | Regular | Overtime | DOT | On-Call | Call-Back | In-Charge | Holiday |
|-----------------|---------|----------|-----|---------|-----------|-----------|---------|
| Number of Hours | | | | | | | |

- Both you and your supervisor must sign and date to validate this document.**
- If you work a shift that begins one day and ends the next day, such as 11:00 PM - 7:00 AM or 7:00 PM - 7:00 AM, record all the time for that shift in the column of the day that the shift begins. For example, Monday 11:00 PM to Tuesday 8:00 AM would all be recorded in the Monday column.
- Your supervisor must approve any overtime you work on each day by signing his or her initials in the box for that day, as indicated on the time matrix above.

(Please see reverse side for additional information and examples)

Time Sheet Example:

| | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|--|---------|-------------------|-------------------|-------|---------|--------|-------------------|
| Date: | 12/26 | 12/27 | 12/28 | 12/29 | 12/30 | 12/31 | 1/1 |
| Time in | 11:00 P | 11:00 P | 6:00 P | | 3:00 P | 7:00 A | 11:00 P |
| Time out | 7:30 A | 7:30 A | 12:00 A | | 11:30 P | 3:30 P | 10:00 A |
| Meal (minutes) | 30 | None | None | | 30 | 30 | 30 |
| Totals: | 8 | 8.5 | 6 | | 8 | 8 | 10.5 |
| Regular Hours | 8 | 8 | | Off | 8 | 8 | 8 |
| Overtime Hours | | .5 | 6 | | | | 2.5 |
| Supervisor must initial for any O.T. hours: | | (Supvr. Initials) | (Supvr. Initials) | | | | (Supvr. Initials) |
| On-Call Hours (Not Including Call-Back Hours) | 2 | | | 4 | | | |
| On-Call Time In | | | | | | | |
| On-Call Time Out | | | | | | | |
| Call-Back Time In | 9:30 A | | | | | | |
| Call-Back Time Out | 1:30 P | | | | | | |
| In-Charge Hours | | | | | 5 | 8 | |

Sunday: Worked Sunday (Dec. 26th), 11:00 PM, to Monday (Dec. 27th), 7:30 AM. Thirty minutes for lunch. Two hours on call, then call back from 9:30 AM - 1:30 PM

Monday: Worked Monday (Dec. 27th), 11:00 PM, to Tuesday (Dec. 28th), 7:30 AM. No lunch taken per supervisor's orders.

Tuesday: Day off. Called in to work for six hours.

Wednesday: Day off. On-call for four hours.

Thursday: Worked 3:00 PM to 11:30 PM. In-charge from 6:00 PM to 11:30 PM.

Friday: Worked 7:00 AM to 3:30 PM. In-charge the entire shift.

Saturday: Worked Saturday (Jan. 1st), 11:00 PM, to Sunday (Jan. 2nd), 10:00 AM.

If you wish to use military time on your time sheet rather than using AM and PM, the conversions are as follows:

| AM – PM | Military | AM – PM | Military | AM – PM | Military |
|----------|----------|-----------------|----------|---------------------|----------|
| 12:01 AM | 0001 | 8:00 AM | 0800 | 4:00 PM | 1600 |
| 1:00 AM | 0100 | 9:00 AM | 0900 | 5:00 PM | 1700 |
| 2:00 AM | 0200 | 10:00 AM | 1000 | 6:00 PM | 1800 |
| 3:00 AM | 0300 | 11:00 AM | 1100 | 7:00 PM | 1900 |
| 4:00 AM | 0400 | 12:00 PM (Noon) | 1200 | 8:00 PM | 2000 |
| 5:00 AM | 0500 | 1:00 PM | 1300 | 9:00 PM | 2100 |
| 6:00 AM | 0600 | 2:00 PM | 1400 | 10:00 PM | 2200 |
| 7:00 AM | 0700 | 3:00 PM | 1500 | 11:00 PM | 2300 |
| | | | | 12:00 AM (Midnight) | 2400 |

Examples: Beginning of day = 0000, 12:36 AM = 0036, 3:15 AM = 0315, 3:15 PM = 1515, End of day (Midnight) = 2400

Please fax your time sheet to American Traveler and affiliates every Monday before 3:00 PM, Eastern Standard Time. Failure to do so could delay your paycheck until the next paycheck date.

You must submit your time sheet on a weekly basis even though paychecks are disbursed every two weeks.

Note: Both you and your supervisor must sign and date to validate this document. Any overtime must be approved, and your supervisor must indicate approval by signing his or her initials in the time matrix each day that overtime is worked.

Direct Deposit Form: Please be sure that you have completed this form. Direct deposit is a much faster and more secure method of receiving your pay. It eliminates the inconvenience of multi-day holds placed on out-of-state paychecks by your bank.