

Employee Name/Title

Employee Signature

Employee certifies that this form is true and accurate and that I worked the hours indicated.

Timecards are due by 12:00 PM/Noon on Sunday!



Education & Staffing Solutions

www.averasolutions.org

1000 W. 4th, Ste. 9 —Yankton SD 57078

Phone: (605) 668-8475

Toll Free: 1-888-860-7211

Fax: (605) 504-9503

24/7 On Call Phone: (605) 661-1785

Facility

Day	Date	Specialty Care	Unit	Time In	Time Out	Meal Period	Mileage	*Facility Signature	OFFICE USE ONLY												
									Hours	SC	D	E	N	W	HT	OT	RATE				
Sun																					
Mon																					
Tue																					
Wed																					
Thurs																					
Fri																					
Sat																					
Comments:								TOTALS													

Remember: Review your timecards for accuracy! Inaccurate timecards may lead to corrective action up to and including termination.

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