

**Quik Travel Staffing, Inc.**

175 E. Olive Ave. #101  
 Burbank, California 91502  
 Tel: 1-800-554-2230

**Fax: 1-800-554-7501**  
**PLEASE FAX RECORD TO THIS NUMBER**

Paycheck/Stub Mailing Instructions (Required)

Address:

City:

State: Zip:

Please Check One:

Express Own Expense	<input type="checkbox"/>	USPS First Class	<input type="checkbox"/>	Direct Deposit	<input type="checkbox"/>
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**Employee Time Record**

Employee/Client Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Employee Name (Please Print)**

\_\_\_\_\_

*I certify that the hours indicated represent my total hours worked.*

**Employee Signature:**

\_\_\_\_\_

**Record Ending Date:** \_\_\_\_\_

**Facility/Client**

\_\_\_\_\_

**Client Authorized Signature**

Name (Please Print): \_\_\_\_\_

*Client must approve this time sheet for it to be processed*

Signature: \_\_\_\_\_

<i>To Be Completed By Employee</i>											<i>Quik Travel Staffing Use Only</i>								
Day	Date	Scheduled Hours			On Call Hours (Fill in only if applicable)						Unit/ Hospital	Total Hrs Worked	Total On Call Hrs	Reg Hrs	OT Hrs	DT Hrs	Hold.	OC Hrs	
		Time In	Break Time	Time Out	On Call Time Start	Call Into Work	Off Work	Call Into Work	Off Work	On Call Time End									
Sunday																			
Monday																			
Tuesday																			
Wednesday																			
Thursday																			
Friday																			
Saturday																			
<i>Note: Record is due by the following Monday no later than 10AM. Please assist us by printing as neatly as possible using a fine point pen. This record is presented to our client and is used to prepare your paycheck. Contact us for help.</i>											<b>Total</b>								

**Total Hrs Worked** \_\_\_\_\_