

Quik Travel Staffing, Inc.

150 E. Olive Avenue, #308
 Burbank, California 91502
 Tel: 1-800-554-2230

Employee Time Record

Employee/Client Notes: _____

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	USPS	Direct
Expense		First Class	Deposit

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: _____



To Be Completed By Employee													Quik Travel Staffing Use Only					
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	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>												Total						
													Total Hrs Worked					