CareerStaff Rx - National Pharmacy Division
19401 40th Avenue West, Suite 330
Lynnwood, WA 98036
800-766-0122
TOLL FREE PAYROLL FAX
866-835-5848

TIMESHEET

EMPLOYEE: _____ **DISCIPLINE:** RPh PharmD. CPhT Other:

CLIENT/FACILITY: _____

A/R CODE:

DATE	DAY	*IN*	*OUT*	*IN*	*OUT*	TOTAL HOURS	OT	CLIENT *APPROVAL SIGNATURE*
					TOTALS			

MILEAGE ODOMETER READING				TOTAL MILES
START	STOP	START	STOP	

COMMENTS:

All Total Hours MUST be rounded to the nearest quarter hour.....Invoices & payroll will reflect quarter hours (.00, .25, .50, .75)
*** ALL HOURS INCLUDING OVERTIME MUST BE APPROVED BY A FACILITY REPRESENTATIVE.***
OVERTIME WILL ONLY BE PAID IF APPROVED IN WRITING BY THE SUPERVISOR
ALL OVERTIME HOURS WILL BE PAID AND BILLED ACCORDING TO FEDERAL AND STATE LAW.

I agree to abide by the terms outlined in my contract or pay interest per annum as defined, or the maximum amount allowed under State law, together with all collection & litigation costs, plus interest and reasonable attorney's fees. In recognition of substantial efforts made by CareerStaff in providing qualified staff to me. Client agrees the above individual has worked the hours indicated and agrees to pay for said services as previously agreed upon by clients representatives and CareerStaff Unlimited. Further, client agrees that utilization of this employee on either a temporary or full time basis within months from date on timesheet will be through CareerStaff Unlimited. If Client desires to hire this person, it is agreed that written notification of this intent will be given to CareerStaff Unlimited and this individual will be released to the Client for a recruitment fee as outlines in the in the Client Contract.

I certify that the hours shown above are correct and that the employee performed satisfactorily.

I have not incurred work related injury during the above stated time

EMPLOYEE SIGNATURE: _____ **CLIENT/FACILITY REP SIGNATURE:** _____

Timesheets must be in our office by Monday morning. Any timesheet arriving after 9:00 a.m. Monday morning will delay payment by one week.