## **Weekly Time Sheet**



| Provider Name: |  |  |  |  |  |  |
|----------------|--|--|--|--|--|--|
|                |  |  |  |  |  |  |
| Facility Name: |  |  |  |  |  |  |

Take Photo and send completed Time Sheet to **payroll@dellstaff.com by Sunday at 1 P.M.**Time Sheet must be free from edits. Failure to provide completed Time Sheet by deadline may result in delay of pay.

| Day(s)<br>Worked | Da       | ate     | Unit      | Time In | Meal Break<br>(minutes) | Time Out | Total Hours  | Supervisors Signature |
|------------------|----------|---------|-----------|---------|-------------------------|----------|--------------|-----------------------|
| Sunday           | /        | /       |           |         |                         |          |              |                       |
| Monday           | /        | /       |           |         |                         |          |              |                       |
| Tuesday          | /        | /       |           |         |                         |          |              |                       |
| Wednesday        | /        | /       |           |         |                         |          |              |                       |
| Thursday         | /        | /       |           |         |                         |          |              |                       |
| Friday           | /        | /       |           |         |                         |          |              |                       |
| Saturday         | /        | /       |           |         |                         |          |              |                       |
|                  |          |         | l         |         |                         |          | Total Hours: |                       |
|                  |          |         |           |         |                         |          |              |                       |
| Pro              | vider Si | gnature | <u>e:</u> |         |                         | Title:   |              | Date:                 |

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