



# TIME SHEET

**Important Information:**

Hayes Locums uses time sheets to help track the hours worked for clinic and on-call assignments. Below should be a summary of the regular and overtime hours worked for the designated client. We suggest that our physicians keep a detailed log of their daily activity as a back-up to their timesheets.

To ensure timely payment, please complete and return this time sheet by Monday at 12:00pm EST.

**Time sheets can be filled out electronically & emailed directly to your consultant.**

Physician Name: \_\_\_\_\_ Date: \_\_\_\_\_

Facility Name: \_\_\_\_\_ Location: \_\_\_\_\_

	Date	Shift Start Time	Shift End Time	Additional Hours	Total Hours WORKED
Mon					
Tues					
Wed					
Thurs					
Fri					
Sat					
Sun					

	Date	Shift Start Time	Shift End Time	Additional Hours	Total Hours WORKED
Mon					
Tues					
Wed					
Thurs					
Fri					
Sat					
Sun					

Physician Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*The physician's signature verifies that all the hours on this time sheet are true, accurate and associated with the designated client.*

Facility Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this time sheet the client representative certifies that he/she is authorized by the client to approve this time sheet. In addition, the client's signature verifies that the provider has accurately completed this time sheet and charts and worked the hours reported above.

**To ensure timely payment, please have your time sheet fax by Monday 12pm EST**

**Fax to: (888) 607-1779**