ADVANTAGE HCS TIME SHEET

Work is Hectic, Getting Help Doesn’t Have to be WEEK OF

P.O. Box 80126

Midland, Texas 79708

Phone: 432-466-1994

|  |  |
| --- | --- |
| EMPLOYEE NAME:   | TITLE:   |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **DATE**  | **START TIME**  | **END TIME**  | **START TIME**  | **END TIME**  | **On** **Call** **Hours**  | **On** **Call** **Tasks time**  | **TOTAL HOURS**  |
| Sunday  |   |   |   |   |   |   |   |   |
| Monday  |   |   |   |   |   |   |   |   |
| Tuesday  |   |   |   |   |   |   |   |   |
| Wednesday  |   |   |   |   |   |   |   |   |
| Thursday  |   |   |   |   |   |   |   |   |
| Friday  |   |   |   |   |   |   |   |   |
| Saturday  |   |   |   |   |   |   |   |   |
| Totals  |   |   |   |   |   |   |   |   |
| Weekly Totals  |   |   |   |   |   |   |   |   |

|  |  |
| --- | --- |
| EMPLOYEE SIGNATURE:  | DATE:  |
| SUPERVISOR SIGNATURE:  | DATE:  |

Each employee is responsible for time sheet submittal. Advantage work week is Sunday through Saturday; Payday is on Friday. **Send Timesheets to** **Timesheet@advantagehcs.com****, give facility a copy and keep a copy for yourself at the end of the work week.**