

Fast Pace Medical Staffing Timecard for CLE Locations

Please Circle Location Worked: Bayside Magnolia Clarion Rainbow Layton

Week Ending: First Name: Last Name: Certification:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date:	Date:	Date:	Date:	Date:	Date:	Date:
Time In:	Time In:	Time In:	Time In:	Time In:	Time In:	Time In:
Signature:	Signature:	Signature:	Signature:	Signature:	Signature:	Signature:
Lunch:	Lunch:	Lunch:	Lunch:	Lunch:	Lunch:	Lunch:
Time Out:	Time Out:	Time Out:	Time Out:	Time Out:	Time Out:	Time Out:
Signature:	Signature:	Signature:	Signature:	Signature:	Signature:	Signature:
Total Hours	Total Hours	Total Hours	Total Hours	Total Hours	Total Hours	Total Hours

***You must have your start time and end time verified by Staff signature each day that you work.**

Failure to do obtain signatures for your In & Out time could result in late processing of your payroll

*You must take 30 min. lunch, unless you are at a program that you are unable to take a lunch. *"NO LUNCH" must be approved by facility.

*Any overtime or shifts outside of scheduled hours, must have prior approval before working. *Failure to do this could result in late processing of payroll.

*By signing below, I certify that I have worked the hours listed on this timecard, and I will abide by rules, procedures, and policies referenced in the Fast Pace Handbook.

Employee Signature: _____ Date: _____

Timecards must be uploaded to Workforce Portal by Sunday at 12pm, any late timecards will be paid out the following pay period

How to Correctly fill out timecard to ensure accuracy and being paid on time?

When you arrive to one of CLEs facilities, the person you are relieving should write your IN time and Sign.

When you are leaving facility, the person relieving you should write your OUT time and Sign.