



Specializing in Healthcare Staffing Since 1995
6400 N. Andrews Ave., Suite 440, Ft. Lauderdale, FL 33309

Time Sheet Policy

A rate agreement or contract signed by you and recruiter should be in your file! All timesheets are due in the corporate office every Monday by 08:00 a.m., Eastern Standard Time. You may fax your timesheets to the payroll department; however it is recommended that you confirm with the payroll department that your timesheet has been received. Any timesheets that are not received by Monday at 08:00 a.m. will be paid on the

following payday. If you do fax in your timesheets, the originals must be received in the office by Thursday at noon. We cannot bill the facilities without the original timesheets. It is important that you submit your timesheets weekly, as we bill the facilities on a weekly basis. Do not turn in timesheets for more than one week at a time.

Payday is every Friday. Ocean to Ocean Healthcare pay period is Monday thru Sunday, paying the following Friday. If you are on contract with a facility, you will be paid by that particular facilities pay period. Please check with the office for the different pay periods. Also if you are on a "Travel Contract" your schedule must be faxed or called in as soon as it is given to you.

Please provide the following in order to be paid accurately and in a timely manner.

- Name
- Facility Where You Worked
- Date
- Department (example: ER, OR, ICU, TELE, CCU)
- Time In/ Time Out/ Total Hours
- Less Meals (Note: If you do not take a meal break, you must have the shift supervisor initial the less meals space on your timesheet, otherwise a .5 break will be deducted from your hours for that shift).
- OT Hours/Mileage/On Call Hours/ Call Back Hours/ Charge Nurse Hours/Supervisor Initials
- Your signature
- Supervisor Signature(Required to Have Paycheck Processed!)

If you are on contract with a facility for a certain amount of hours per week and you work less than that amount of hours, please be sure and indicate on your timesheet if your shift was canceled by the facility, or if you canceled a shift. This information will help the payroll department pay you accurately, as well as bill the facility accurately.

If you have pre-scheduled a shift with a facility, please be sure and inform your staffing coordinator of the shift at least one day prior to commencing the shift, so we can confirm with the facility, and put you on the schedule.

Submit the white copy of your timesheet to your local office, leave the pink copy with the charge nurse, and retain the yellow copy for your records. If you believe that there is an error with your paycheck, please contact the payroll department immediately. If you would like direct deposit, complete a direct deposit form, which may be obtained at your local office. In order to keep payroll processed on a weekly basis, it is imperative that everyone comply with the timesheet policy. No exceptions will be made. The payroll department will not be able to process checks if the timesheet policy is not followed.

I have read and understand the timesheet policy as stated above.

Employee Signature

Date