



SELECT MEDICAL STAFFING, INC. • 19376 N. 9TH STREET, SUITE 100 • COVINGTON, LA 70433
 (985) 892-9283 • TOLL FREE 1-800-783-9294 • FAX (985) 892-9284 • FAX (504) 832-0488

SELECT MEDICAL STAFFING, INC.

Employee Name (Print): _____

Classification: Circle One: RN LPN/LVN RRT CRTT PT OT CNA Other: _____

IMPORTANT: TO BE PAID PROPERLY FOLLOW THESE INSTRUCTIONS

1. Please fill out completely with ballpoint pen. 2. Make sure client signs for each day worked. 3. Forward Office Copy to office by 9:00 a.m. everyday Monday through Friday. 4. Show actual time started and actual time finished (ex. 0645-1915). Show only total hours worked, delete meal breaks, if no lunch taken, please indicate and have supervisor sign and confirm. 5. In the event your time slip is incomplete or illegible, your pay-check may be delayed significantly.

WHEN FAXING TIMESHEET, CALL TO VERIFY SMS RECEIVED FAX, EVEN IF YOU HAVE A CONFIRMATION

Visit us @ www.SelectMedicalStaffing.com

Client
 In consideration for services provided by Select Medical Staffing, Inc. the client agrees to the following: Not to hire directly or indirectly the employee named below except with written permission of Select Medical Staffing, Inc. Client also agrees that employee listed herein shall remain an employee of Select Medical Staffing, Inc. providing services to the client for a period of not less than 60 days from the date of such permission. Terms: Net 30 days- Subject to late charge of 1½% per month on unpaid balance over 30 days past due.

- ORIENTATION SHIFT
- BUDDY SHIFT
- Mail Check
- Hold Check-Covington
- Hold Check-Metairie
- Hold Check-Lafayette
- Hold Check-Baton Rouge
- Direct Deposit
- Miles Round Trip _____

Client Name						
Address					City	State
Day	Date	Time Started	Time Finished	Unit Worked	Total Hours	Client Initial
Total Hours						

Authorized Client Signature _____

I certify that the hours shown are true and accurate and were worked by me during the days indicated

Employee Signature _____

White: Office/Employee • Yellow: Hospital