

## Employee Timesheet - Due before noon every Monday

Facility: Colorado Mental Health Institute at Pueblo – Nurses

Week Beginning: \_\_\_\_\_ Week Ending: \_\_\_\_\_

Employee Name: \_\_\_\_\_

	An entry must be recorded for every day of the work week. For those days that you did not work any hours, you must list one of the following reasons under "Time In" for that day: Not Scheduled (NS), Called in Sick (CS) or Pre-approved Time Off (PTO). Do not leave any days blank. <b>PLEASE USE BLACK INK ONLY. Please put "0" in both lunch columns if no lunch was taken.</b>						
Day	Date	Time In	Lunch Departure Time	Lunch Return Time	Time Out	Total	Unit
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
					<b>Total Hours</b>		

If you worked less than your target weekly hours or missed a scheduled shift, please provide an explanation.

\_\_\_\_\_  
Employee Signature                      Date

\_\_\_\_\_  
Supervisor Signature                      Date

- 1) To most efficiently report your weekly hours please to take a picture of your timesheet and send it via text message to your recruiter's cell phone **prior to noon every Monday**. Please make certain the image is clear, readable, and captures all four corners of the document.
  
- 2) Alternatively, you can email a copy of your facility timesheet to your recruiter. Simply include the timesheet as an email attachment. Please make certain the image is clear, readable, and captures all four corners of the document. You can also fax a copy of the of your timesheet to your recruiter at 1-877-375-2450.  
**PLEASE USE BLACK INK ONLY.**