

## Employee Timesheet - Due before noon every Monday

Facility: Wisconsin Veterans Home at King - C.N.A.'s

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

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

Day	Date	Time In	Time Out	(-) Lunch	Total
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
				<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

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- 1) The most efficient way to report your weekly hours is 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 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.**