

## Registered Nurse (R.N.)

### Timesheet for Roswell Park Cancer Institute

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

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

<u>Day</u>	<u>Date</u>	<u>Time In</u>	<u>Time Out</u>	<u>(-) Lunch</u>	<u>Total</u>	<u>Unit</u>	<u>Supervisor Authorization</u>
Thursday							
Friday							
Saturday							
Sunday							
Monday							
Tuesday							
Wednesday							
<b>Total Hours:</b>							

If you worked less than 39 hours this work week or missed a scheduled shift for any reason, please provide a full explanation below:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I hereby certify that the above hours accurately represent my total hours of service at Roswell Park Cancer Institute.

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

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

Time runs Thursday through Wednesday in one-week increments. Please fax time sheets to 877-375-2450 no later than Monday at 12:00 noon EST. If you are unable to fax a copy signed by your supervisor, please send the unsigned time sheet listing your hours worked. You can then follow up later in the week with the authorized copy. This additional safeguard will ensure that you are paid on time.

**PLEASE FAX TO 877-375-2450**