



Tips for Filling out the Timesheet

****THIS IS NOT TO BE USED AS A TIMESHEET, ONLY AS A REFERENCE****

1. Log in regular hours under regular hours, i.e. 8, 12 or 24. Log in all overtime hours under OT hours. Please make sure to log all oncall callback hours, if applicable.

DAY	DATE	IN	OUT	LUNCH	REG HOURS	OT HOURS	ONCALL BEEPER	ONCALL CALLBACK HOURS	
MON							Y / N		

2. At the end of the week, please sign the timesheet in the allotted area. We require a signature from a member of the hospital staff. If you are unable to obtain a hospital member's signature, please fax it back to Medestar so that we can obtain it.

SUPERVISOR SIGNATURE:

LOCUM PROVIDER SIGNATURE:

3. Please fax back the timesheet to 214.276.1954.
4. Our provider's are paid the week following the end of the weekly assignment. See next page for timesheet deadlines.

CURRENT WEEK

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Timesheet for Days Worked This Week...						

...is due the following week by Tuesday at noon.

FOLLOWING WEEK

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00am							
Noon							
12:01pm							
5:00pm							

Key:

- Received on Time - Payment Processed on Thursday*
- Received Late - Payment Processed on Thursday or next business day*
- Received After Cutoff - Payment Processed following Thursday*