



SOS Healthcare Staffing

matching needs with talent

Turn in your timecards via:

Text: 720.532.8243

Email: celeste@soshcs.com

Fax: 720.535.6930

Facility: _____ Employee: _____ Skill: _____

Day of the week	Date worked MM/DD/YY	Start Time	Meal	Missed Meal Supervisor Approval	End Time	TOTAL WORK HOURS	OT Approval	Supervisor Approval (Print and Sign)
SUN			30 min					X
MON			30 min					X
TUE			30 min					X
WED			30 min					X
THU			30 min					X
FRI			30 min					X
SAT			30 min					X

Total Hours worked for the entire week: _____

QUICK EVALUATION-Please help us to monitor employee performance and assist in meeting TJC requirements. This may be completed now or faxed to the local SOS office after the employee's departure.

Did the employee meet your expectations in the following areas?

Please answer: 1. Outstanding 2. Good 3. Needs Improvement

Attendance _____

Quality of Work _____

Attitude _____

Skills _____

Productivity _____

Overall Performance _____

If you answered 3 to any questions, please explain:

Client Agreement — This is to certify that this employee of SOS Healthcare Staffing has worked the hours shown on this assignment sheet. I agree to pay SOS Healthcare Staffing accordingly for _____ hours at SOS Healthcare Staffing's customary rate. I agree to terms of net upon receipt and to pay interest on unpaid balance after one week at the rate of 18% per year on the highest rate allowed by law in this state. Should my account be turned to collection, I agree to pay all collection cost and/or attorney's fees. I recognize SOS Healthcare Staffing as the employer of this person and agree not to hire or have any financial transactions with her (him) without permission of SOS Healthcare Staffing. It is understood that the individual signing this time sheet is an authorized representative of client and hereby certifies that the hours are correct and that the work was performed satisfactory.

Employee Signature : _____

Date: _____

I agree by signing that the above information is true and correct

All unsigned time slips will be returned to the Worker to sign before being issued a check.