



Time Sheets are due by 12:00 AM EST (9:00 PM PST) Sunday.

Time Sheets received later than 12:00 AM EST (9:00 PM PST) Sunday may be delayed for processing.

Fax: 877-309-5038

Email: payroll@pprtng.com

Text: 904.289.3013

Employee Name: _____

Recruiter: _____

Pay period: _____

Facility/ Department:				Unit Manager:				Supervisor Name (Printed):		Timekeeping System:	
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Day	Date	Start Time	Lunch	End Time	Hours	On Call	Call Back	Supervisor Signature	Notes
SUN						Start:	Start:		
[]Cancelled []Volunteered to leave []Sick []Vacation []Holiday []Charge []Orientation						End:	End:		
MON						Start:	Start:		
[]Cancelled []Volunteered to leave []Sick []Vacation []Holiday []Charge []Orientation						End:	End:		
TUES						Start:	Start:		
[]Cancelled []Volunteered to leave []Sick []Vacation []Holiday []Charge []Orientation						End:	End:		
WED						Start:	Start:		
[]Cancelled []Volunteered to leave []Sick []Vacation []Holiday []Charge []Orientation						End:	End:		
THURS						Start:	Start:		
[]Cancelled []Volunteered to leave []Sick []Vacation []Holiday []Charge []Orientation						End:	End:		
FRI						Start:	Start:		
[]Cancelled []Volunteered to leave []Sick []Vacation []Holiday []Charge []Orientation						End:	End:		
SAT						Start:	Start:		
[]Cancelled []Volunteered to leave []Sick []Vacation []Holiday []Charge []Orientation						End:	End:		

Please use the quarter hour rule when calculating total hours. 15 MIN = .25HRS 30MIN = .50HRS 45MIN = .75HRS 2. If your break is left **blank**, payroll will assume a half-hour (30 MIN) break

Employee Signature:	Total Hours:	OC	CB	Supervisor Signature:	Overtime Approved? [] YES [] NO
					Date Approved:

Employee Signature: By signing this timesheet, I verify and attest that my hours are accurate and were authorized by personnel at my facility. I understand that it is my responsibility to audit this timecard and any errors are my liability.

Client Approval: I have audited this timecard and my signature above authorizes PPR to pay this employee and bill our facility for the hours recorded.