

Timesheet guideline for Nurse’s Etc. Field Employees

1. Fill in Employee name, pay period dates (use format: mm/dd/yy, start on Sunday and end on Saturday), location according to base and department (e.g. Robins AFB—do not use RAFB as there are many bases that use those initials), position (LVN, CNA, etc.). *If you are using Excel, look at the bottom of the spreadsheet and ensure you are using the tab that corresponds to the correct half of the month. The numbers along the left side of the spreadsheet should match the time period of the time sheet. Ex: if the time sheet is for 16 September, the numbers along the side should begin with 16 and countdown to 31.*
2. Fill in “time in”, “lunch time out”, “lunch time in”, and “time out” on the line corresponding to the date of the month. Ex: HCW clocked in at 7:15. She took lunch from 12:30-1:00. She completed her shift at 3:45, on 4 September, 2013. Her entry would be on line 4, time in: 7:15. Lunch time out: 12:30. Lunch time in: 1:00. Time out: 3:45. Total time worked: 8. (See fig 1)
3. If the shift begins in the evening and will transition to the next morning, begin the time on the actual beginning date of the shift. Ex: if the shift begins at 19:00 on the 10th of September, the entry goes on line 10. The time out will depict the end of the shift on the same line, even though it would have ended on the 11th of the month. (See fig 1)

	Time In	Lunch Time Out	Lunch Time In	Time Out	Total	Other Hours					Supervisor Initials	
						LWOP	PTO	Holiday	OT	On Call		Call Backs
1												
2								8.00				
3												
4	7:15	12:30	1:00	3:45	8.00							
5												
6	19:00	0:15	0:45	4:00	8.50				0.50			
7							8.00					
8												
9												
10						8.00						
11												
12												
13												
14												
15												
					Total Hours	16.50						

Figure 1

4. If there was a day that wasn’t worked, put a dash in the box for in and out. Same goes for the weekends. If lunch was not taken, put “No” in “Lunch Time Out” and “Lunch” in “Lunch Time In” boxes. *If you are using Excel to calculate hours and did not take lunch, put the same time in lunch out as lunch in. Example: 12:00 for lunch out and 12:00 for lunch in.*
5. The “Total” column is used to total time worked. Do not include or add “other” hours. “Total” time should be rounded to the nearest quarter hour and will be annotated accordingly. Example, if total time is 8 hours, 12 minutes, it should be rounded to 8 hours 15 minutes. The “total” annotation then is 8.25 hours. **15 minutes = “.25,” 30 minutes = “.5,” 45 minutes = “.75.”**

6. **Notes/comments/special instructions:** this line is for the employee to notate anything they want to relay to the payroll office. This is not required but any notes you add that can clarify any special circumstances would greatly reduce any delays in processing this timesheet. Examples to include but are not limited to:

- “I worked on this holiday.”
- “I worked part of my shift on line 7 on a holiday”
- “I have added insurance; please make sure it is deducted”
- “I have night/weekend/holiday work differential”
- “Please use any available PTO I have for days on line 12 and 13”
- “Please make sure my new direct deposit is used because my old one ending in ##### is closed”
- “Line 15 is a paid holiday”
- “Line 2, I took LWOP”

7. **LWOP, PTO, or Holiday.** Enter the hours you are using in the corresponding column. Don’t put those hours in the “Total” column as that block is reserved for hours worked. If you took more than one day of PTO, total up the number of hours at the bottom of the column. Ex: if you took 8 hours PTO on the 2^d and 5 hours PTO on the 7th, annotate those hours on the corresponding line then input 13 hours at the bottom of the PTO line as the total hours for PTO. Do not enter more hours than what you usually work for on any given day. Ex: if your normal work day is 12 hours, then don’t enter more than 12 hours on that day for PTO. If you are taking a substantial amount of PTO, please designate it to the days requested. If you are “cashing out” your PTO balance, please indicate on Notes/Comments/Special Instructions line at the bottom of the page. As a reminder, make sure you have received authorization from your PM **BEFORE** you take LWOP or PTO. Reference page 36 in the employee handbook for rules regarding LWOP and PTO.

8. **Overtime.** If you are not authorized overtime, plan your day so that you do not enter into a position that would cause you to work more than your scheduled time. If you are not sure if you are authorized overtime, please call your PM at (210) 566-9995. If you don’t know who your Program Manager is, call us and we will point you in the right direction.

9. Once all calculations have been confirmed and comments added, print and sign your name in the Employee line and add today’s date. You must use your payroll signature on the form. Printing your name on the signature line does not constitute a signature.

10. Have your immediate supervisor sign (if you work in San Antonio TX or if required) and add today’s date.

11. The final copy should be faxed to (210) 566-1862 or scanned and emailed to nesfinance@nursesetc.net. If you are going to email, **please ensure your name and time period of timesheet is included in the subject line** so we can quickly identify the timesheet. Your time sheet should be received by NURSES Etc STAFFING office no later than close of business (5:30 PM central time zone--Texas time) on the next duty day of each pay period. Note, if the end of the pay period (15th/31st) falls on a weekend or holiday, send the time sheet in on the next duty day. If time sheets are unsigned or received after the deadline, your paycheck may be delayed until the following pay period. For payroll questions and to confirm our receipt of your time sheet, you may contact NES Finance at nesfinance@nursesetc.net, or at (210) 566-9995.