



**1.888.56NURSE LOCAL / TRAVEL ASSIGNMENT TIMESHEET**

Please upload JPG of timesheet to: [Click here to access Workforce Portal](#)  
 Timesheets are due MONDAY by midnight for previous week worked.

EMPLOYEE NAME: LAST NAME, FIRST NAME (PLEASE PRINT)																										

RN
  LPN
  CST/ORT
  RRT
  OTHER: \_\_\_\_\_

**Staff Signature:** \_\_\_\_\_ **Client/Facility Name:** \_\_\_\_\_

DAY	DATE	UNIT WORKED	TIME IN	TIME OUT	LUNCH		TOTAL HOURS WORKED	WORKED AS CHARGE NURSE	ON CALL	CALL BACK		CALL BACK		ON CALL	SUPERVISOR SIGNATURE
									IN	IN	OUT	IN	OUT	OUT	
SUN					<input type="checkbox"/> No	Sup Initials		<input type="checkbox"/> Yes							
MON					<input type="checkbox"/> No	Sup Initials		<input type="checkbox"/> Yes							
TUES					<input type="checkbox"/> No	Sup Initials		<input type="checkbox"/> Yes							
WED					<input type="checkbox"/> No	Sup Initials		<input type="checkbox"/> Yes							
THURS					<input type="checkbox"/> No	Sup Initials		<input type="checkbox"/> Yes							
FRI					<input type="checkbox"/> No	Sup Initials		<input type="checkbox"/> Yes							
SAT					<input type="checkbox"/> No	Sup Initials		<input type="checkbox"/> Yes							

PERFORMANCE EVALUATION TO BE COMPLETED BY SUPERVISOR WEEKLY							
QUALITY OF WORK	1	2	3	4	5	5 - TRULY GIFTED 4 - VERY GOOD 3 - GOOD 2 - FAIR 1 - POOR	<b>Please circle one number in each row which best reflects your assessment of the employee based on the scale at the left</b>
DOCUMENTATION	1	2	3	4	5		
CLINICAL ABILITY	1	2	3	4	5		
PROFESSIONALISM/ATTITUDE	1	2	3	4	5		
ATTENDANCE/PUNCTUALITY	1	2	3	4	5		
COMMENTS							

In consideration for services provided by Gifted Healthcare, the above signed agrees not to hire the staff member named above directly or indirectly except with written permission from Gifted Healthcare. The client representative's signature above acknowledges services rendered, that the above hours are correct and the employee's performance was satisfactory.

\_\_\_\_\_  
 CLIENT REPRESENTATIVE SIGNATURE

\_\_\_\_\_  
 DATE