

# SIGN IN / SIGN OUT BOOK

REF: NURSE Sheet No:

HOSPITAL

WEEK ENDING

	HOSP. NO.	EMP. NO.	EMPLOYEE NAME (PRINT IN BLOCK CAPITALS)	DATE	DAY	WARD	DAY/ NIGHT SHIFT	TIME IN	AUTHORISED SIGNATURE	DATE	TIME OUT	TOTAL PAID HOURS	AUTHORISED SIGNATURE	DATE	ADMIN ONLY
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															

**Notes**

- These hours and our Terms of Business relating to the introduction of temporary staff are deemed to be accepted by the client by virtue of a signature on behalf of the client.
- The client undertakes to notify Servisource immediately should there be any discrepancy in hours recorded. Amendments cannot be made after timesheets are processed.
- Timesheets will not be authorised for payment unless total paid hours and authorised signature are completed.

HOSPITAL STAMP