



TIMESHEET

Please fax to 888-235-6035 by Monday 2:00pm EST

Failure to fully complete timesheet with all required information may result in a delay in your payroll being processed



Phone: 800-798-6035

Fax: 888-235-6035

Employee Name: _____
(First & Last)

Week Ending: _____
(Please do not abbreviate)

Important Instructions

- Make sure date/hours are clear and totaled
- Use military time
- ROUND TO THE NEAREST QUARTER HOUR
- Bottom section completed and signed by both client and employee
- SKIPPED MEALS MUST BE APPROVED BY SUPERVISOR

PLEASE USE
MILITARY
TIME CONVERSION

0:00 = 12:00 AM	12:00 = 12:00 PM
1:00 = 1:00 AM	13:00 = 1:00 PM
2:00 = 2:00 AM	14:00 = 2:00 PM
3:00 = 3:00 AM	15:00 = 3:00 PM
4:00 = 4:00 AM	16:00 = 4:00 PM
5:00 = 5:00 AM	17:00 = 5:00 PM
6:00 = 6:00 AM	18:00 = 6:00 PM
7:00 = 7:00 AM	19:00 = 7:00 PM
8:00 = 8:00 AM	20:00 = 8:00 PM
9:00 = 9:00 AM	21:00 = 9:00 PM
10:00 = 10:00 AM	22:00 = 10:00 PM
11:00 = 11:00 AM	23:00 = 11:00 PM

	DATE	FACILITY	Unit	TIME IN	Meal Time Out		TIME OUT	Regular Hours	Overtime Hours	Charge Hours	Supervisor Initials	
					Time Out	Time In						
SUN												
MON												
TUES												
WED												
THUR												
FRI												
SAT												
*TOTALS												

Employee Signature: _____
I certify that the hours shown are true and accurate. I did not suffer any accidents or injuries during the work covered in this timesheet. If you experienced an accident you must submit an accident report with this timesheet.

Client Signature: _____
Client agrees to be invoiced the hours verified on this timesheet

Date: _____

Performance Evaluation (completed by supervisor each week)								
Quality of Work:	1	2	3	4	5	N/A	5 - Excellent 4 - Very Good 3 - Good 2 - Fair 1 - Poor	Please circle one number in each row which best reflects your assessment of this employee based on the scale at left.
Documentation:	1	2	3	4	5	N/A		
Clinical Ability:	1	2	3	4	5	N/A		
Professionalism/Attitude:	1	2	3	4	5	N/A		
Attendance/Punctuality:	1	2	3	4	5	N/A		
Attitude/Behavior	1	2	3	4	5	N/A		

Voyage staff are currently assigned to the following addresses:

Kennedy/Kassab Plaza
 434 West Kennedy Blvd
 Orlando, FL 32804

Princeton Plaza
 1800 Mercy Drive
 Orlando, FL 32810

Detox/ARF
 712 West Gore St.
 Orlando, FL 32805

Corporate/Adlee Building
 5151 Adanson St.
 Orlando, FL 32804