

Aya Healthcare Travel Timecard

The deadline for timecards is **Monday, 12:00pm P.S.T.** Please fax to 1-866-350-2836 or email to timecards@ayahealthcare.com. Thank you.

Name: _____ Hospital: _____ Week Ending: _____

	DATE	TIME IN	LUNCH		TIME OUT	TOTAL REG HOURS	ON CALL HOURS	CALL BACK HOURS	ORIENT HOURS	CHARGE HOURS	CALLED OFF HOURS	UNIT	SUPERVISOR INITIALS
			OUT	IN									
SUN													
MON													
TUE													
WED													
THUR													
FRI													
SAT													
TOTAL HOURS:													

PERFORMANCE EVALUATION (TO BE COMPLETED BY SUPERVISOR WEEKLY)										
Quality of Work:	1	2	3	4	5	N/A	5 - Excellent	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	4 - Very Good			
Clinical Ability:	1	2	3	4	5	N/A	3 - Good			
Professionalism/Attitude:	1	2	3	4	5	N/A	2 - Fair			
Attendance/Punctuality:	1	2	3	4	5	N/A	1 - Poor			
COMMENTS:										

EMPLOYEE'S SIGNATURE _____ DATE _____

You certify this timecard as true and accurate. You did not suffer any accidents or injuries during the work covered in this timecard. If you did experience an accident or injury, you must submit an accident report with this timecard.

SUPERVISOR'S SIGNATURE _____ DATE _____

The hospital certifies that: hours shown are correct, work was done according to Quality Management standards, all hospital policies & requirements were met and hospital agrees to pay all invoices related to this timecard in full.

Important Instructions

- * Shifts with on-call, call-back or charge hours must be initialed by your supervisor in order to be paid.
- * Overtime must be approved by your supervisor. Please have your supervisor initial any shifts with overtime hours.
- * In order to be paid, you must document missed lunches and have your supervisor initial any shifts with missed lunches.
- * If you are sent home early or cancelled for a shift, please indicate on your time card the number of hours called off.
- * Please use military time when reporting your hours.