



FAX COMPLETED TIME SHEET TOLL-FREE TO: **866-606-7404**

Week Ending _____ (Week ends on a Saturday. Please *TYPE* or *PRINT* all information.)

Last Name _____ First Name _____

Facility Name _____ Supervisor Name _____

- 1. Instructions:** Enter all hours followed by am/pm (payroll cannot be processed unless completed)
 Have your supervisor sign the timesheet and keep a copy for their records
 Fax timesheet to StatGroup at **866-606-7404** or 877-998-9940 **by noon on Monday (CENTRAL TIME)**
 Failure to submit completed timesheet by the deadline will cause an interruption in your payroll.
 Please call StatGroup to confirm that your timesheet has been received.

2.	Date	Day	TIME IN	Less Lunch	TIME OUT	Beeper Hours	# of Call Backs
	_____	Sun.	_____	_____	_____	_____	_____
	_____	Mon.	_____	_____	_____	_____	_____
	_____	Tue.	_____	_____	_____	_____	_____
	_____	Wed.	_____	_____	_____	_____	_____
	_____	Thu.	_____	_____	_____	_____	_____
	_____	Fri.	_____	_____	_____	_____	_____
	_____	Sat.	_____	_____	_____	_____	_____
		Totals	_____	_____	_____	_____	_____

- 3. Did you work less than 40 hours? If so, explain why.**
- | | |
|------------------------|---|
| _____ Personal reasons | _____ The Department was closed the day of _____ |
| _____ Vacation | _____ Sent home early by supervisor on day of _____ |
| _____ Illness | _____ Other(please explain) _____ |

4. If Applicable: Final Film Badge Reading _____ Mobile Unit Mileage Reimbursement _____

I have reviewed this time sheet in order to insure that the corresponding invoice will be paid in accordance to the contract between StatGroup, LLC, and the above-named facility. By signing below, I agree the above hours are valid.

Signature of Supervisor: _____ **Date:** _____

Name of Supervisor (please print): _____

5. Payroll is disbursed every other Friday and checks are sent via the method you designate. Choose by entering your address information in the appropriate box below. Please note if this is a change to previous instructions.

Direct deposit and send stub to:

First check is hardcopy and will be sent via FedEx to you free of charge.

Mail Check to:

FedEx Check to:

First check shipped free. \$20.00 service charge for each additional check.