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Diversified Staffing Group

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PLEASE CHECK BELOW:

MAIL CHECK

RN       LPN       CNA       OTHER

PT     OT     SLP     PTA     COTA

EMPLOYEE NAME (PLEASE PRINT)		FACILITY			DEPARTMENT
DAY	DATE	HOURS TO NEAREST 1/4 HOUR			DAILY HOURS
		START	FINISH	LESS LUNCH	
SUN.					
MON.					
TUES.					
WED.					
THUR.					
FRI.					
SAT.					
WEEK ENDING	<b>TOTAL HOURS</b> →				
	REG HOURS	OT HOURS	TOTAL HOURS		
<p>I HEREBY CERTIFY THAT THE HOURS SHOWN ABOVE WERE WORKED BY ME AND WERE CERTIFIED BY AN AUTHORIZED EMPLOYEE OF THE BELOW NAMED COMPANY.  PLEASE NOTIFY THIS OFFICE WHEN YOUR ASSIGNMENT HAS BEEN COMPLETED. THIS INFORMATION IS NECESSARY FOR OUR RECORDS AND ALSO INFORMS US OF YOUR AVAILABILITY FOR FUTURE ASSIGNMENTS. FAILURE TO DO SO RESULTS IN OUR ASSUMPTION OF YOUR VOLUNTARY TERMINATION FROM DIVERSIFIED STAFFING GROUP AND MAY IMPACT YOUR ELIGIBILITY FOR UNEMPLOYMENT BENEFITS.</p>					
EMPLOYEE SIGNATURE					
<p>ALTERED AND (OR) UNSIGNED TIME CARDS WILL BE RETURNED WITHOUT PAYCHECK. IN CASE OF ERROR MAKE OUT A NEW CARD.</p>					
<b>CLIENT: FILL IN BOTTOM OF FORM</b>					
FACILITY		AUTHORIZED SIGNATURE			DATE

EMPLOYEE: DETACH YELLOW COPY AND LEAVE WITH FACILITY  
MAIL OR FAX WHITE COPY TO:  
DIVERSIFIED STAFFING GROUP

85 Newbury Street, Third Floor  
Boston, MA 02116  
(617) 259-1001  
(877) 229-1118  
FAX: (617) 259-1009

39 Salisbury Street  
Worcester, MA 01609  
(508) 755-1133  
(800) 300-6984  
FAX: (508) 755-8833

Manchester, NH  
(603) 624-9002  
(800) 747-0446  
FAX: (603) 624-9045

112 Douglas Avenue  
Providence, RI 02908  
(401) 453-1111  
(800) 311-3986  
FAX: (401) 453-4850

733 Roosevelt Tr., Suite 4A  
Windham, ME 04062  
(207) 347-6288  
(800) 245-0079  
FAX: (207) 347-6292

AVAILABLE FOR WORK?  YES  NO

