



## Time Cards

Time cards track time worked from Monday through Sunday. They also record travel days, used leave, holidays and unpaid time off.

Time cards are due each Monday by for the previous week worked. Please email the completed time card to [interimsupport@nhss.com](mailto:interimsupport@nhss.com) as soon as it is completed.

Many clients require a manager's approval supporting the time worked. If you can copy [interimsupport@nhss.com](mailto:interimsupport@nhss.com) on the email requesting a manager's approval; it helps our back office manage tasks timely.

If you use am and pm; there must be a space between the time and the am or pm.

Some interims question the need for a time card since all of our interims are exempt. Time cards are required as part of our contracts with contracting clients. The contracts require time cards to support the time billed.

The degree of detail required varies by client. Some clients require the actual time worked entered, while others only want to know the days worked and the total number of hours each day. If there is a question, please enter the actual time worked until told it is not necessary.

If you are recording a travel day, holiday, sick leave, or unpaid time off; please mark an X in the box for a full day. If it is a partial day, please enter the number of hours used.

You can find your leave balances on the ADP website. If you look under the **"Myself"** Tab there is a bullet **"Manage Paid Time Off"**. Your accrued leave is listed there. You can also find your leave balances on your pay statement or check stub.