Time Cards

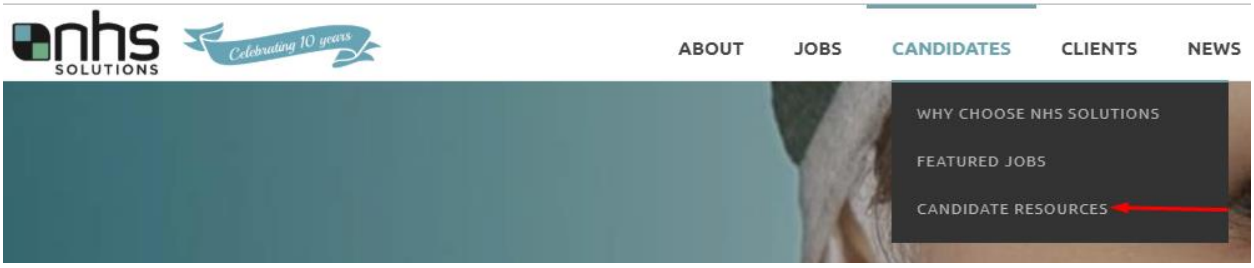
Time cards track time worked from Monday through Sunday. They also record travel days, used leave, holidays and unpaid time off. NHS Solutions uses an Excel spreadsheet template for our time cards, not ADP.

Time cards are due by email to interimsupport@nhss.com or by fax to 503.639.8001 each **Monday by 12:00pm local time** for the previous week. Of course, sooner is better so please email or fax your time card as soon as it is completed.

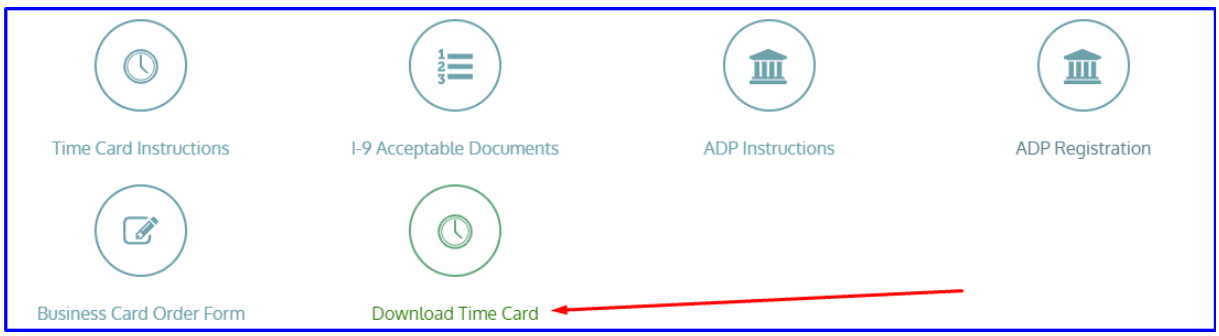
The contracts with our hospital clients require time cards to support the time billed. At minimum, a copy of the time card should be sent to the supervising manager each week. Many of the hospital clients require the supervising manager to approve the time card. The easiest way to accomplish all of the requirements is to email the completed time card to your onsite supervisor and copy interimsupport@nhss.com. A few supervisors want to physically sign the time card. In those situations, please print the time card, sign it, get their signature and then send a scan or photo of the time card to interimsupport@nhss.com.

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.

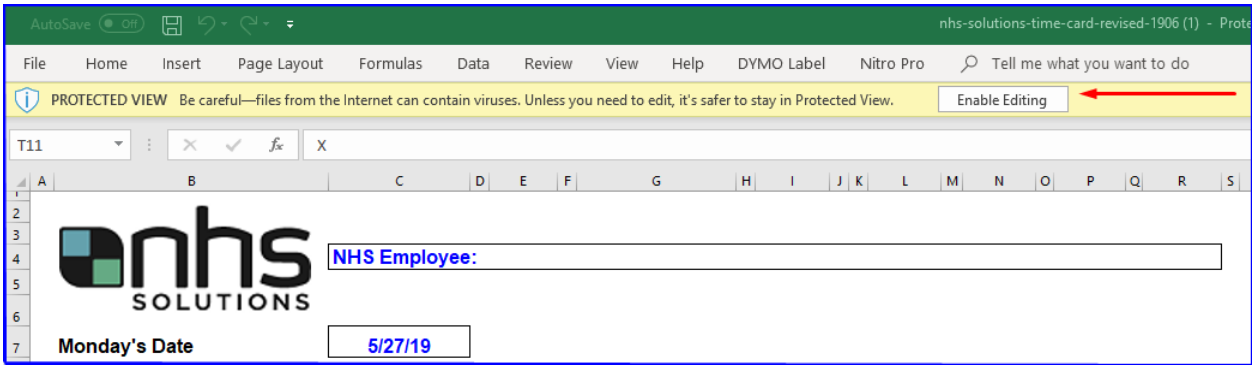
NHS Solutions currently uses an Excel spreadsheet template as our time card. The time card is stored on the NHS Solutions website www.nhss.com under candidate resources.



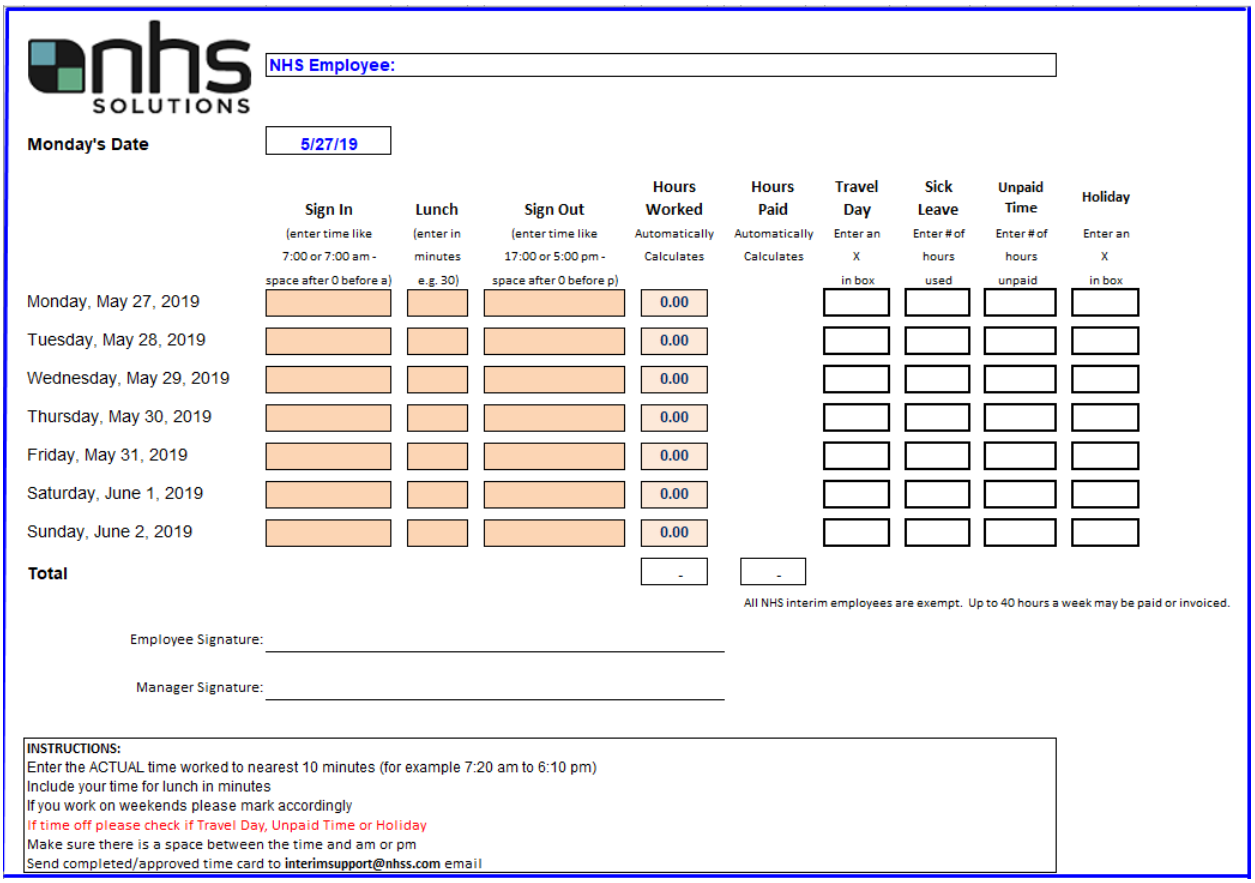
Towards the bottom of the screen is a tab called **Download Time Card**. Click on the words and the time card template will download.



The time card will open in protected view. You must **Enable Editing** to use it.



The time card looks like this:

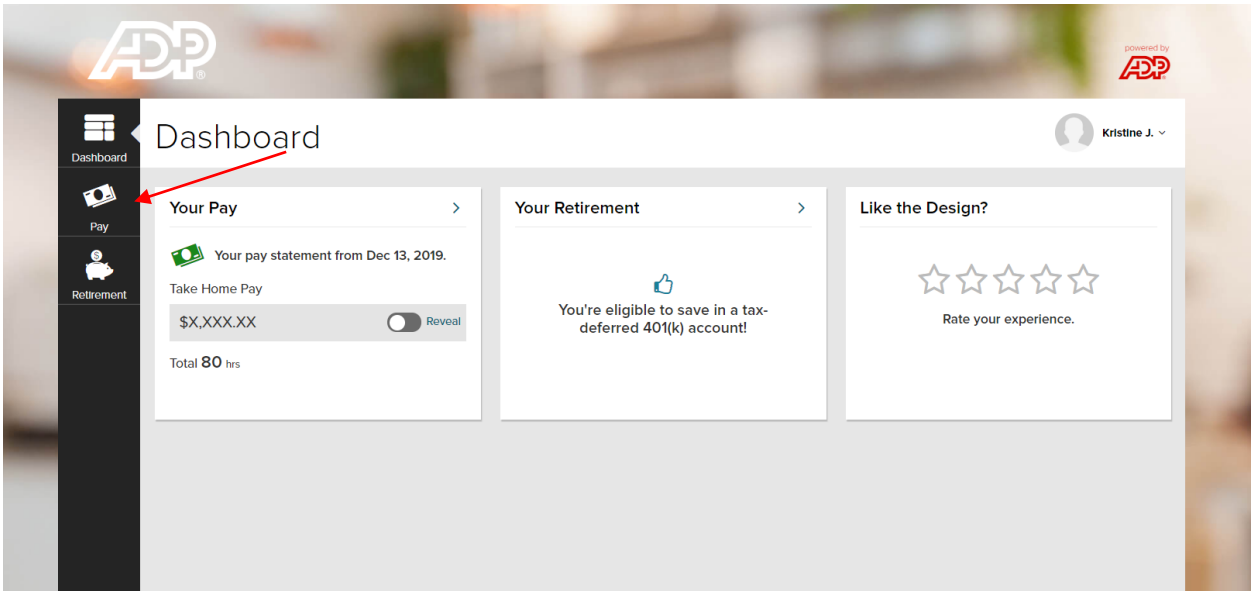


Instructions:

- Enter your name to the right of **NHS Employee:**
- Enter the Monday beginning the work week in Monday's date. When you enter the date, the dates on the template will update to reflect the correct dates on the days of the week.
- Enter the am hours as 6:00 or 6:00 am (make sure there is a space between the time and am)
- Enter the pm hours as 16:00 or 4:00 pm (make sure there is a space between the time and pm)
- Enter lunch breaks as minutes (30 equals 30 minutes)
- Mark travel and holidays with an x. You do not need to enter time for those days
- For Sick Leave enter the number of hours you want to use
- For Unpaid Time enter the number of hours you will not be paid that week

Sick Leave:

Interims earn 1 hour of sick leave for every 40 billable hours. You can find your leave balances in the ADP website. Click on **Pay** and scroll down to where you will see the **Time Off** box. Your current vacation and sick balances are listed there. You can also find your leave balances on your pay statement or check stub.



State law prohibits employers from inquiring why an employee is requesting to use sick leave unless it is for 3 or more consecutive days. After 3 consecutive days, the employer must obtain information to comply with Federal regulations.

If you have any questions, please contact your recruiter or Interim Support by email interimsupport@nhss.com or by phone 480.626.4885.