

Please help us ensure that you are paid accurately and on time by following these simple steps:

1. Fill out your time slip completely and legibly.
 2. Your time slip **MUST** be signed by the facility at the end of every shift.
 3. Fax in your time slip at the end of each shift if possible.
 4. Whether you Faxed or E-mailed your time slip, confirm with us during business hours that we have received your time slip. All time slips must be received by Monday at 4:30pm in order to be paid in Fridays payroll.
- Additional Time Slips can be printed out at www.PCMedStaff.com in the upper right corner.

Platinum Choice Staffing, Inc.

_____ Client Name

_____ Last Name First Name Title

_____ State Worked

	Mo	Day	Shift	Area/Floor/Unit Worked	In	Off Duty	Out	Reg	OT	Total Hours	Client: Signature Required Daily. Your signature approves employee hours.
M											
T											
W											
T											
F											
S											
S											

Please remember to fax in your time slip to one of the numbers listed below at the end of each shift if possible. This allows us to input payroll daily and also protects you and the facility from fraud. Thank you.

Employee Signature: _____ Date: _____

- Time slips can be submitted via Fax or E-mail
 - Toll Free Fax: 1-877-687-7385 (1-877-NURSE-85)
 - Scan and E-mail time slips to: TimeSlips@PCMedStaff.com