



Phlebotek Solutions  
3837 N. Andrews Ave  
Oakland Park, FL 33309  
Main Phone: 224-400-6051  
Careers Direct 408-357-4532  
careers@phlebotek.com

## 2017 Phlebotek Timesheet Information

Thank you for working with us!

In order for you to be paid quickly, it is important that your timesheet is completed correctly and sent in as soon as possible after working.

Any missing information will result in a delayed payment.

Here are things to remember:

1. Payment will not be issued without completion of your new hire documents: including an updated certification or proof of schooling. In the event that documents are not completed, please contact [hr@phlebotek.com](mailto:hr@phlebotek.com) or 224-400-6051 x 4.
2. The top left area of the timesheet is your information. Please write clearly so we know who you are. Your check will be sent to the address in your file, not necessarily the address on the timesheet. If you want to confirm your payment address, you will need to log into your paycor account to update address information.
3. The top right area of the timesheet is the information for the company you worked for and location you worked. If you reported to a manager, write their name and phone number.
4. Each work day must have a date next to it (for example 2/7 or Feb 7).
5. The start time is the time you were instructed to be at work. This is not the time you actually arrived, unless you are late.
6. The finish time is the time you completed your assignment as instructed by the manager.
7. If you take a break, write the break times in the notes box.
8. The "Total Hours" indicates the full time you were at work, minus your break time if applicable.
9. If you have an onsite manager, you must have them sign your timesheet at the end of your assignment.
10. If you have any receipts, they should be sent along with the timesheet. If you delay in sending them in, your pay might be processed without the reimbursement. You will not be reimbursed if you do not have a receipt.
11. Send in the completed timesheet as soon as you can so payment can be issued that next week. Our contact information is on the bottom of the timesheet.



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Employee Name: \_\_\_\_\_

Client Company: \_\_\_\_\_

Address: \_\_\_\_\_

Assignment Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

On Site Manager \_\_\_\_\_

Enrolled in Direct Deposit? Y / N

On Site Manager Phone \_\_\_\_\_

\* For employees who are pre-approved to receive mileage reimbursement, mileage should be calculated by the distance between your home (above left) to the assignment location (above right). If you are approved for mileage reimbursement, please indicate the miles *one way*.

I certify that there were \_\_\_\_\_ miles between my home and the assignment location.

Time sheet	DATE	START TIME	FINISH TIME	LUNCH/ BREAK / LAB DROP / NOTES*	TOTAL HOURS
SUN					
MON					
TUES					
WED					
THURS					
FRI					
SAT					
				<b>TOTAL HOURS FOR THE WEEK:</b>	

**\*As an independent contractor, you do not get paid for break time**

I certify that the hours shown above represent the total time worked on the assignment during the week indicated and that I must submit this timesheet, signed by an onsite representative in order to be paid. Timesheets must be completed in its entirety to be accepted.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As a duly authorized representative of this company, I certify that the hours shown above are correct.

Manager Print Name: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

You are required to submit this signed timesheet to Phlebotek either via fax, picture messaging or email; although via fax is not preferred.

Fax: 224-400-6055 / Picture messaging 408-357-4532 / Scan and Email: [careers@phlebotek.com](mailto:careers@phlebotek.com)