

## AYA Healthcare TRAVEL TIME CARD

The deadline for time cards is Monday, 12:00pm P.S.T. Please fax to **1-866-350-2836**. Thank you.

Name: \_\_\_\_\_ Hospital: \_\_\_\_\_ Week Ending: \_\_\_\_\_

	DATE	TIME IN	LUNCH		TIME OUT	TOTAL HOURS	ON CALL HOURS	CALL BACK HOURS	ORIENT HOURS	CHARGE HOURS	CALLED OFF HOURS	SUPERVISOR INITIALS
			OUT	IN								
SU												
MO												
TU												
WE												
TH												
FR												
SA												
<b>TOTAL HOURS:</b>												

PERFORMANCE EVALUATION (TO BE COMPLETED BY SUPERVISOR WEEKLY)												
Quality of Work:	1	2	3	4	5	N/A	5 - Excellent 4 - Very Good 3 - Good 2 - Fair 1 - Poor		Please circle one number in each row which best reflects your assessment of this employee based on the scale at left.			
Documentation:	1	2	3	4	5	N/A						
Clinical Ability:	1	2	3	4	5	N/A						
Professionalism/Attitude:	1	2	3	4	5	N/A						
Attendance/Punctuality:	1	2	3	4	5	N/A						
COMMENTS: _____												

**EMPLOYEE'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

You certify this timecard as true and accurate. You did not suffer any accidents or injuries during the work covered in this timecard. If you did experience an accident or injury, you must submit an accident report with this timecard.

**SUPERVISOR'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

The hospital certifies that: hours shown are correct, work was done according to Quality Management standards, all hospital policies & requirements were met and hospital agrees to pay all invoices related to this timecard in full.

### Important Instructions

- \* Shifts with on-call, call-back or charge hours must be initialed by your supervisor in order to be paid.
- \* Overtime must be approved by your supervisor. Please have your supervisor initial any shifts with overtime hours.
- \* In order to be paid, you must document missed lunches and have your supervisor initial any shifts with missed lunches.
- \* If you are sent home early or cancelled for a shift, please indicate on your time card the number of hours called off.
- \* Please use military time when reporting your hours.