

Important information about completing your time sheet
at the bottom box



ALAMEDA COUNTY MEDICAL CENTER

Highland Hospital Campus - Fairmont Hospital Campus

John George Psychiatric Pavilion

Ambulatory Health Care Services

Company Name: _____

Print Your Name: _____

All overtime hours/late arrivals must be signed by the Nursing Supervisor or Staffing Office by the end of your shift!!!

Week: _____ Job Title RN LVN C NA SCRUB Nursing Supervisor: _____

Day	Date	Badge Number	Unit	Shift	Time In	Lunch	Time Out	Regular Hours	Overtime Hours	Double Time	Initials
SUN											
MON											
TUE											
WED											
THUR											
FRI											
SAT											
								Total(s)			

ACMC Staffing Signature: _____

Total(s)

Completely fill out information and make sure it's accurate before submitting
Make certain your timesheet hours match your Kronos hours to avoid delay of payment
Use only one time sheet per pay period for all hours worked (weekly)
All Registry Staff can only work through one Agency