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|-------------|--|-------------------|--|
| NAME: | | WEEK ENDING DATE: | |
| DISCIPLINE: | | FACILITY NAME: | |

| DAY | DATE (MM/DD) | IN HH:MM (Military Time) | OUT HH:MM (Military Time) | IN HH:MM (Military Time) | OUT HH:MM (Military Time) | TOTAL HOURS | NOTES | DOR INITIAL |
|------------|-----------------|--------------------------------|---------------------------------|--------------------------------|---------------------------------|----------------|-------|-------------|
| SUN | | : | : | : | : | | | |
| MON | | : | : | : | : | | | |
| TUES | | : | : | : | : | | | |
| WED | | : | : | : | : | | | |
| THUR | | : | : | : | : | | | |
| FRI | | : | : | : | : | | | |
| SAT | | : | : | : | : | | | |
| Week Total | | | | | | | | |

| | | | |
|--|------|-----------------------|------|
| Employee Signature | Date | GRS Manager Signature | Date |
| <p>THERAPIST CERTIFICATION: By my signature below, I hereby certify the hours above are correct and worked by me and I have no accidents or injuries to report. GRS manager must initial overtime.</p> <p>GRS MANAGER CERTIFICATION: By my signature below and as a representative of GRS, I hereby certify the above hours are correct, the contractor met PCH standards and all documentation is complete.</p> | | | |

ATTENTION VENDORS: All timecards are due to CareerStaff Managed Services by noon CST each Monday. Timecards must be emailed to CareerStaffMSP.GRS@GenesisHCC.com. Genesis pays for services rendered by your staff based upon the actual hours worked by your staff and not your invoice. In the event that your staff was directed by GRS to work fewer hours than GRS has guaranteed (if any guarantee), your staff must identify that fact in the comments section of this timecard and have the manager acknowledge the same in writing. Failure to do so will result in a forfeiture of those hours. Timecards that are not compliant (e.g: missing staff and/or managers signatures; incomplete in/out times; incomplete or incorrectly totaled hours; illegible building names and/or missing dates) will be REJECTED. It is the Agency's responsibility to correct and resubmit its staff's timecard for processing. It is also the Agency's responsibility to track their staff's hours worked, which are reported each week in the CareerStaff Managed Services VMS. **GRS pays only for time worked (minute to minute) in the GRS gym. Do not round time to the nearest quarter hour.**