

Medsense Time Sheet Procedure

The Medsense week is as follows:

Begins: All Shifts beginning after 12:00
a.m. Sunday

Ends: All Shifts beginning before 12:00
a.m. Sunday

Time Sheet requirements:

**Client/facility name, Your name and Social Security
Number Shift details Complete Lunch Columns, (if you did
not take a lunch put 0, if you did take a lunch put how long)**

**Signature of Charge nurse or Unit Manger Your
signature and date**

Time sheets must be received by the following **Monday by 9:00 am** in order to meet payroll that week. You can fax your time sheet to 1-225-952-9279 or 1-866-667-0562.

Please leave the back (pink) copy with facility and if you fax the time sheet in to Medsense you can keep the other copies for you own record. You do not have to mail them in.

If you have any questions, please call 866-696-3484 or 225-952-9473.