



Bonbica Healthcare Staffing
 28535 SE 228th Street,
 Maple Valley WA 98038-6915

Phone: 425-578-0060

Email: timesheet@bonbica.com

Email timesheets to ***timesheet@bonbica.com*** by Monday at **9am Pacific Time**.
Late timesheets will not be paid until the following payroll cycle.

Facility Name _____

Facility Location _____

	Date	Assignment Start			Break / Lunch		Assignment End		Hours Worked		Supervisor's Signature	Comments
		Hour	Minute	Minutes	Hour	Minute	Hour	Minute				
Sample	01/01/2021	6	30	30	3	00	8	00				
Sunday												
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Saturday												
Total Regular Hours												
Note: All overtime must be pre-approved Total Overtime Hours												

Employee Name _____

Supervisor Name _____

Employee Signature _____

Supervisor Signature _____

Bonbica cannot process timesheets without **authorized signature**. Have your supervisor sign your timesheet at the end of **each shift**.