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|------|------|-----|--------------------|
| HM | ACC | NS | IHS _{wot} |
| ICLS | IHFS | RES | IHS _{wt} |

Time Sheet Rules: Time sheets are due every other MONDAY by 4:00pm, following the company payroll calendar. Late time sheets may not be processed. Time sheets must be filled out each shift. You must write in correct dates and circle AM or PM. Time sheets with white out will **NOT** be accepted. Incomplete, incorrect, or illegible time sheets will **NOT** be accepted. **Email to info@healthmaxmn.com or fax to 1-888-979-9951** . If you fax, call **763-575-8045 TO CONFIRM IT HAS BEEN RECEIVED**. I understand that misreporting my hours is fraud for which I could face criminal prosecution and civil proceedings. **By signing below I certify and swear under penalty of law that I have accurately reported on this time sheet: the hours I actually worked, the services provided, and the date/times worked.**