



CHICAGOLAND VETERINARY TECHNICIAN SERVICES

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Time sheets

Timesheets are the responsibility of the employee and are to be signed by the attending supervisor.

Employee Name: _____

Date: _____

Name of Hospital: _____

Name of Supervisor: _____

Hours worked: _____

Employee Signature: _____

Hospital Supervisor Signature: _____

The time sheets are to be filled out after each shift is completed. The Supervisor must sign this sheet verifying hours worked. It is the responsibility of the technician to keep this as a receipt of proof of hours worked. Chicagoland Veterinary Technician Services will not be held responsible in the event there is a dispute of hours worked and no proof of documentation.