

Correctional Health Services

Registry Exemption Sign-In/Out Form



Payment may be delayed by not using the electronic sign-in/sign-out procedure

Name: _____ **Title:** _____

Times must be entered as Military Time

Date Worked: _____ **Military Time In:** _____ **Military Time out:** _____

Registry Name:			
Advanced Nursing - P/T	Favorite Healthcare P/T	MGA Hlthcare P/T	(PRCS)Prof Respir Care P/T
AtWork Staffing - P/T	Health Providers Choice - T	NurseCore - P	Supplemental HC Travel
AZ Nurses Choice- P	Health Temp - P	Nursing Centers / NCI -P	Supplemental HC Perdeim
Capability P	Integrated Healthcare P/T	Nurse Finders Perdeim	Travel Nurse America - T
Concentric Hlthcare P/T	Interim Healthcare (AGK) P	Nurse Staffing Perdeim	Westways-P
CNS- Critical Nursing P	Kelly Healthcare- P	PHS Staffing- P	Other:
Curastat, Inc P/T	Maxim P	Prof Psych Staffing P	
		NURSING GROUP-P	

P= Perdiem T= Traveler

Clinic Name (Please circle appropriate clinic):			
2612 Durango	2632 Towers OP	2665 LBJ Dental	2674 4th Ave Intake
2622 Estrella	2662 LBJ OP	2666 LBJ Rad	2675 4th Ave Radiology
2623 Estrella Dental	2663 LBJ MHU	2672 4th Ave OP	2610 Classrm orientation
2625 Estrella Suport	2664 LBJ Infirmary	2673 4th Ave Dental	

Exemptions should only be used to fill gaps in time not as a method of time keeping only exception is Computer down, Overshift Approval or Profile is not entered, all cases **Please notify staffing!**

Reason for non use of electronic sign-in/out:		*Staffing use only																		
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***** Exemption form should be used ONLY for time not able to clock in, if not able to initially; try again soon after. Late calls, Delayed by security etc. should clock in upon arrival. No exceptions**

Your Signature: _____ Date: _____

Verification: _____ Date: _____

Nurse Supervisor: _____ Date: _____

OT Authorized Y _____ N _____ Signature: _____

Over Shift Authorized Y _____ N _____

Staffing Verification: _____ Date: _____

Send ORIGINAL with signatures (FAXES NOT ACCEPTED) to CHS Staffing for Approval
MUST BE SIGNED BY A NURSE SUPERVISOR TO BE PROCESSED
Staffing will forward to CHS Administration for Payment