



EAGLEWINGS ALLIED HEALTH STAFFING AGENCY

10451 Mill Run Circle, Suite 400, Owings Mills, MD 21117 | 888-304-3202 | info@eaglewingsalliedstaffing.com

WEEKLY TIMESHEET & DAILY ATTESTATION FORM

INSTRUCTIONS: Aide must clock in/out using the agency's time-clock system (not from home or on your way to work). Classroom teachers must initial each day they personally observe the aide working with the assigned student. Authorized school signer reviews and certifies the completed form.

1. AIDE & PLACEMENT INFORMATION

Aide Full Name

School Name

Classroom Teacher Full Name

2. DAILY ATTENDANCE RECORD

INTEGRITY RULE: Pre-filling this timesheet is prohibited. Clock-in and clock-out times must reflect the aide's actual arrival and departure, NOT the school's bell schedule. Recording bell times instead of actual times is treated as falsification of records.

Day	Date	Student Name	Student Grade	Clock In	Clock Out	Break (Y/N)	Classroom Teacher Initial	Authorized Signature
MON								
TUE								
WED								
THUR								
FRI								

3. CERTIFICATIONS & SIGNATURES

AUTHORIZED SCHOOL SIGNER CERTIFICATION: I am an authorized signer for this school. I certify that the aide named above was physically present on the days and during the hours indicated, that the classroom teacher's daily initials are authentic, and that the student attendance reflected above is consistent with the school's records. I have personally reviewed the daily attendance entries before signing.

Signer Name

Title/Role

Phone

Signer Email

4. SCHOOL STAMP (OPTIONAL)

OPTIONAL — STAMP ONLY IF SCHOOL HAS ONE. If your school does not use an official stamp, leave this blank. The signed timesheet is still valid — the authorized signer's signature in Section 3 is the primary certification.

[Apply school stamp here]

5. IMPORTANT EMPLOYEE NOTICE

NO WHITE-OUT. Do not use correction fluid. Strike through the error with one line, write the correction next to it, and have the signer initial the correction. The school board rejects forms with white-out or alterations.

NO SIGNED TIMESHEET = NO PAYCHECK. Payroll cannot process your check without a fully signed timesheet. Homebase records alone are not sufficient. Submitting the timesheet is YOUR responsibility.

DEADLINE: TUESDAY 12:00 PM. Submit signed timesheets by 12:00 PM Tuesday of the week after your work week. Late submissions roll to the NEXT pay cycle — not the current one.

Submit completed form to: timesheet@eaglewingsalliedstaffing.com | 888-304-3202 | Confidential — For Payroll & District Billing