



# Non-Visit Time Log and Time Certification

EMPLOYEE NAME: \_\_\_\_\_

WEEK ENDED SUNDAY: \_\_\_\_\_

Workday & Date	Full Description of Non-Visit Time	Start Time	End Time	Total Time	List Client Names (if applicable)	Scheduler's Initials
MONDAY _____						
TUESDAY _____						
WEDNESDAY _____						
THURSDAY _____						
FRIDAY _____						
SATURDAY _____						
SUNDAY _____						

**TOTAL NON-VISIT WORK TIME FOR WEEK:**

(show as hours / minutes)

**NOTE:** It is the employee's responsibility to notify his or her supervisor of any issues/conditions that require the employee to work beyond regularly scheduled hours. If an employee does work beyond his or her regularly scheduled hours, the employee will be compensated for the additional, unscheduled hours of work. SYNERGY's Travel Time Policy provides an explanation of compensable travel time. Time spent traveling should be recorded properly in accordance with this Policy. Per SYNERGY's policy and procedures, if this Non-Visit Time Log and Time Certification ("NVTL") is not submitted by Monday following the week in which non-visit time was work, no work time is assumed.

By signing this NVTL, I certify that I have carefully reviewed this NVTL and that I have accurately recorded all of my hours of work, including all start and stop times, and I hereby certify that my reported hours of work are accurate. I certify that I have not reported more or less time than I actually worked and that I have not rounded up or down any start or stop time. I will not sign this NVTL if it is not accurate and will report any inaccuracies to SYNERGY's Scheduling Coordinator(s). I have not been pressured, coerced, or directed by anyone at SYNERGY, a client, or anyone else associated therewith to inaccurately report any time worked, or not report time that I have worked. I understand that I must not certify the accuracy of this NVTL and contact SYNERGY'S Scheduling Coordinator if any statement or fact on this document is inaccurate.

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_