

# Web Version Instructions and FAQ's

1. Please fill in your Full Name and Email address in the respective fields.

**Travel Nurses Inc Timesheet**

Legal Name\*  
Prahasit Penumetsa

Email Address\*  
prahasit@[redacted].m  
Please use the email address associated with Symplr aka Health Care Source(HCS).

Add Timesheet\*  
Choose files Add Timesheet

If you would like to add information regarding your timesheet/punch time submission, enter a comment below.

Comments

- Timesheets or screenshots of punch times are due Mondays by 9:00 AM CST. No file chosen
- Center and align your timesheet or punch times in a well-lit area before taking your photo. Please do not upload blurry or dark images or files.
- If you have any issues uploading your timesheet/punch times, contact us. [here](#) →

Submit

2. Desktop web browser: Once you complete the name and email address fields, the “Add Timesheet” option will appear. Click on Choose files or Add Timesheet and select your timesheet from the files on your laptop/desktop.  
Mobile web browser: Once you fill in the name and address fields, you will see 3 different upload options for the timesheets (Photo Library, Take Photo, or Choose Files). (Please refer to the **iPhone/Android** section Point 4.)

Add Timesheet\*

Choose files Add Timesheet

Photo Library

Take Photo

Choose Files

3. Once the timesheet is uploaded you may add any additional information regarding your timesheet/punch times to the comments tab.
4. Click Submit, and you will see the pop-up confirmation message and receive a confirmation email to the email address you submitted above.

## **Timesheet FAQ's**

1. Who can submit timesheets using the Travel Nurses, Inc. App?

Active HCPs working with Travel Nurses, Inc./OR Nurses Nationwide.

2. What email address should I use?

The email address should be the one used for your application with us. This is typically the email address you provided to Travel Nurses, Inc/OR Nurses Nationwide.

3. Can I submit multiple pages of timesheet at once?

Yes, you can submit one timesheet at a time. If a timesheet has multiple pages, please submit all of the pages together.