Call-Off Form

Employee:_____ Contract Dates:_____

Every facility has a different call off policy and most do not report call off shifts to Junxion. This is why it is important that if you are ever called off of a shift, you use this form to alert payroll. Please send the form to Junxion whenever you add a new call off shift. This will help us track your shifts to see if you have exceeded your facilities limit for call offs and are eligible for pay for the call offs. All call off shifts reported to Junxion will be sent to your facility for approval, therefore there is likely to be a lag of a week in payment (if owed) for a call off shift. Please track all call offs on this same form and add as your assignment continues. The form must be received the Monday after your call of shift. Feel free to contact us at timecards@junxionmedstaffing.com if you have any questions.

Please Note: If you volunteer to go home it does not count as a call off

Please email to timecards@junxionmedstaffing.com

Date of call off / sent home early	Hours Scheduled	Hours Worked	Were you offered another shift	Did you call in sick during this pay period or volunteer to go home?	Total hours called off or shorted	Manager Initials