

KAD DENTAL STAFFING FAX 972-385-2304 EMAIL: christine@kaddentalstaffing.com					YOUR NAME: Please Print		
Date	Office Name	A.M. hours	P.M. hours	Total Hours	Verified by:		
Mon							
Tue							
Wed							
Thurs							
Fri							
Sat							
IMPORTANT: DO NOT PAY TEMPORARY. PAYROLL DONE BY KAD DENTAL STAFFING.							
<p>Doctor or Office Manager: Please sign above to verify that the above-named employee has worked the hours listed. We agree that the hour rate and daily fee will be paid to KAD Dental Staffing and acknowledge there is a four (4) hour minimum on all assignments. We further agree the scheduling of this employee will be done through KAD Dental Staffing and not directly with the employee and in the event the employee is hired within twelve (12) months that a placement fee will be paid to KAD Dental Staffing. The signature of each office representative constitutes acceptance in full all information on this card.</p>							
<p>Temporary: I certify that I have worked the hours stated and they have been properly verified. To accept assignment in these offices again, I understand that prior arrangements must be made through KAD Dental Staffing and not directly by me.</p>							
<p>TEMPORARY SIGNATURE: _____ FAX AT END of work week to 972-385-2304 or email to christine@kaddentalstaffing.com Completed signed time sheets must be in our office at the END of each week in order to be paid the following week on FRIDAY.</p>							

TIME SHEETS – Please Read

Our time sheets enable our temporaries to record all hours worked in a pay period on one-time sheet.
 You will only use one-time sheet for the entire week. Be sure to PRINT YOUR NAME AT THE TOP OF EACH TIME SHEET.

Take a time sheet with you to each office where you are scheduled to work. Be sure to note the doctor's office under the "Office" column and have each day signed to verify the hours worked. Remember, you must sign your time sheet and fax it to Our office at the END of each week in order to receive direct deposit the following week, on Friday. We cannot pay you if we do not have your timesheet. We will email your paystub each week that you are paid. We are in the process of making available a new Intuit website – QuickBooks Workforce – that you will be able to use to access your paystub and W2 online. We will send you an invitation to join QB Workforce as soon as we are able. If you already have an account with ViewMyPaycheck, you will be redirected to the QB Workforce website.