KAD DENTAL™ STAFFING EST. | 1979

P: 512-243-5736 A: 11801 Domain Blvd, 3rd Floor Austin, TX 78758 E: PayrollAustin@kaddentalstaffing.com			YOUR NAME: Please Print					
	Date	Office	A.M. In/Out Times		P.M In/Out Times		Total	Verified by
MON								
TUE								
WED								
THURS								
FRI								
SAT								

IMPORTANT: DO NOT PAY TEMPORARY. PAYROLL DONE BY KAD DENTAL STAFFING

Doctor or Authorized Signer: Please sign above to verify that the above-named employee has work 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.**

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.

TEMPORARY SIGNATURE _____ **E-mail or text by 10 PM on Saturday.**

Completed & signed time sheets must be submitted to KDS by 10 PM on Saturday (of the current work week), in order to be paid on the following week on FRIDAY.

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TIME SHEET INFORMATION - * 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 (1 of 2 sections above) for the entire week. Be sure to PRINT YOUR NAME AT THE TOP OF BOTH TIME SHEETS. Take a time sheet with you to each office where you are schedule 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 email or text it to our office by 10 PM on Saturday in order to receive deposit the following week, on Friday.**

Text: 512.243.5736 | Email: PayrollAustin@kaddentalstaffing.com

We cannot pay you if we do not have your timesheet.

Your paystubs will be made available for download through your iSolved by Insperity payroll portal - https://insperity.myisolved.com/