

DENTAL DIRECTIONS, INC. P. O. Box 1487 Hurst, Texas 76053 817-285-8600 Fax 817-285-8680			YOUR NAME:					
			Address:					
	Date	Office	A.M. Hours		P.M. Hours		Total	Verified by
MON								
TUE								
WED								
THURS								
FRI								
SAT								
SUN								
IMPORTANT: DO NOT PAY TEMPORARY. PAYROLL DONE BY DENTAL DIRECTIONS, INC.								
Doctor or Office Manager: <u>Please sign above to certify that the above named employee has worked the hours listed. PLEASE CHECK THE HOURS BEFORE YOU SIGN because the temporaries will be paid based on these hours. We will NOT make any changes to hours after the timesheet has been receive to Dental Directions.</u> We agree that the hourly rate and daily fee will be paid to Dental Directions, Inc. and acknowledge there is a four (5) hour minimum on all assignments. We further agree that scheduling of this employee will be done through Dental Directions, Inc. 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 Dental Directions Inc. 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 Dental Directions, Inc. and not directly by me. I agree to notify DDI at the end of the assignment to let them know I am available to work and if I do not do so, without good cause, DDI may assume I am not available for work and unemployment benefits may be denied.								
TEMPORARY SIGNATURE _____								
Completed, signed time sheets must be in our office at the END of each week for payroll.								

Remember, you **MUST SIGN** your time sheet, write your name on it, and text it to our office at the **END** of each week.

Your timesheet must be in our Office by **MONDAY @ 8:00 a.m.** in order to be **PAID**.

Please send your time sheets to:
 Text: 817-533-4848

Your paystubs will be made available for download through ADP

<https://workforcenow.adp.com>

You will receive a notification email, after we process payroll the first week you get paid, with instructions on how to set up your account. A separate email will be sent directly from ADP with your Personal Registration Code (PRC) which is needed in order to set this up. Check your spam. If you do not receive either of these emails by Monday of the following week, please send us a quick text to 817-533-4848 and we will get the information to you.

Payroll is processed each Wednesday for the week before but the funds will not be deposited into your account until Friday.

Paystubs will only be available through the ADP website/ADP app. Also, you will need to download your W-2 from this service when they are made available. We will not mail them.