

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: Please sign above to certify that the above named employee has worked the hours listed. We agree that the hourly rate and daily fee will be paid to Dental Directions, Inc. and acknowledge there is a four (4) 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 and email or 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
 or Scan and email to:
time@ddinctx.com

Your paystubs will be made available for download through an online service called ViewMyPaycheck.

<https://paychecks.intuit.com>

You will need to visit the website above and set up an account, however you will not be able to access any information until you have been paid the first time. You will receive a notification email, the first week that you get paid, with your paystub attached. You will then log back into your ViewMyPaycheck account and enter your net pay (take home pay) and your Social Security Number to access this and all future paystubs on the ViewMyPaycheck website.

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 ViewMyPaycheck website. Also, you will need to download your W-2 form this service at the end of the year. They will not be mailed.