

Whitman Associates, Inc.
An Equal Opportunity Employer
Temporary Division

1712 I Street, NW • Suite 200
 Washington, DC 20006
 Phone: 202-659-2111 • Fax: 202-659-1354
 www.whitmanjobs.com

TIME SHEET	
Name of Employee:	
Email Address:	Phone Number:
Employee Signature:	Date:

To ensure Whitman Associates has your correct address, tax, and/or direct deposit information on file, please visit and update your HR Online account as necessary via www.mypaychex.com.

****All time sheets are due by Monday at 12:00pm (noon)**
Please email to: julie@whitmanjobs.com
or fax to: 202-659-1354

IMPORTANT TO CLIENT: Client's signature on this time sheet indicates that:

- Hours worked by Whitman employee are correct and the work was satisfactory.
- Client agrees to pay a release fee to Whitman Associates if client payrolls, either on a temporary, contract, or permanent basis, a Whitman employee within one year from the authorized signature date on this time sheet.
- Whitman Associates' Temp to Hire policy does not apply when a temp is transferred to any status other than permanent. Should a client want to take a Whitman employee (temp) on as an independent contractor or as an in-house temporary, the client will be charged a flat \$2000 buy out fee.

**Round time off to the nearest quarter hour*

DATE MO/DAY	STARTING TIME	LUNCH OUT	LUNCH RETURN	ENDING TIME	TOTAL HOURS
MON. __/__/__					
TUES. __/__/__					
WEDS. __/__/__					
THURS. __/__/__					
FRI. __/__/__					
SAT. __/__/__					
SUN. __/__/__					

 CLIENT NAME WEEK ENDING _____
 (SUNDAY'S DATE)

 ADDRESS

 AUTHORIZED SIGNATURE/DATE

TOTAL HOURS BILLED: _____ / _____
 (REGULAR) (OVERTIME)

Overtime is calculated at time and a half after forty hours on a Monday through Sunday schedule. Overtime must be approved by supervisor.

Time sheets must be submitted to Whitman Associates with an authorized signature before receiving paycheck.