

**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:

**Whitman temps are responsible for making any address, tax, and/or direct deposit changes through their HR Online account at [www.myaccess.adp.com](http://www.myaccess.adp.com).**

**\*\*All time sheets are due by Monday at 12:00pm (noon)**  
**Please email to: [timesheet@whitmanjobs.com](mailto:timesheet@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.