WAI
Whitman Associates, Inc.
Leaders in staffing since 1972

TIME SHEET	
Name of Employee:	
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.

****All time sheets are due by Monday at 12:00pm (noon)**
Please email a photo or pdf attachment to:
timesheet@whitmanjobs.com

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 $2,000 buy-out fee.

**Round daily hours to the nearest quarter hour.*
**Employees are not paid for lunch.*

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

_____WEEK ENDING_____
COMPANY NAME (SUNDAY'S DATE)

_____
SUPERVISOR'S 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.

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