



**WAI**  
Whitman Associates, Inc.  
Leaders in staffing since 1972

Celebrating over 50 years business!

### 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](http://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](mailto: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 is responsible for supervising, directing, and controlling remote work.
- Client is responsible for operations security, information technology, confidential information, and intellectual property in a remote work environment.
- 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 \$5,000 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. ____/____					

\_\_\_\_\_  
COMPANY NAME WEEK ENDING \_\_\_\_\_  
(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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