

DENTAL FORCE, INC. P. O. Box 3106, Spring, Texas 77383 Phone 936-242-4066 Fax 832-403-3995			YOUR NAME: (Please print)					
	DATE	OFFICE	IN	LUNCH OUT	LUNCH IN	OUT	TOTAL	VERIFIED BY
MON								
TUE								
WED								
THURS								
FRI								
SAT								
SUN								
IMPORTANT: DO NOT PAY TEMPORARY. PAYROLL DONE BY DENTAL FORCE, 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 Force, Inc. and acknowledge there is a four (4) hour minimum on all assignments. We further agree the scheduling of this employee will be done through Dental Force, 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 Force, 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 Force, Inc. and not directly by me. I agree to notify Dental Force, Inc. at the end of each assignment to let them know that I am available for work and if I do not do so without cause, Dental Force, Inc. may assume that I am not available for work and unemployment benefits may be denied.								
TEMPORARY SIGNATURE			_____ fax at the END of the week to: 832-403-3995					
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 fax it to our office at the END of each week.

Your time sheet must be in our office by MONDAY in order to be PAID.

Please FAX to 832-403-3995
 or TEXT to 936-241-9805 or
 E-MAIL to:
time@dentalforcetx.com

Your paystubs will be made available for download through our payroll provider, ADP.

<https://workforcenow.adp.com>

Once you get paid with us for the first time, we will e-mail you a personal registration code to allow you to sign up for an online account with ADP.

You will need to download your W-2 from this service at the end of the year. They will not be mailed.