

INSTRUCTIONS FOR TIMESHEETS

Two timesheets are enclosed for your immediate use. When you need more, we will e-mail you one for you to save to a file and print for ongoing use. If you arrive at the office without one, call and we will fax one to you. Please follow these instructions when filling out your timesheets:

1. Use dark ink to record information. It faxes better. Unreadable data delays the processing of your paycheck and everyone else's. It may also cause an error in the amount of your check.
2. You only need to write your address if it has changed.
3. Have each date with times verified by the doctor or someone of authority at the office.
4. Record your times as: arrival time (no earlier than time requested by office), out for lunch, back in after lunch, and out at the end of day. There is a separate box for each time. If you are there just half a day, record it in appropriate AM or PM columns.
5. Fax or e-mail timesheet to us at the end of each work week. Most dental offices have fax machines and do not mind if you use it to fax us your timesheet. If you e-mail, please send to catherine@drmstaffing
6. You may use one timesheet for the entire week. No need to have individual ones for each office.

DENTAL RESOURCE MANAGEMENT TIMESHEET

Temporary Jane Jones

Address _____

() Pick up

(X) Direct Deposit

Date	Office	Verified by	AM		PM		Total
			In	Out	In	Out	
5/6	Dr. Bill Smith	BS	7:45	12:00	1:15	5:00	
5/7	Family Dental	JM	8:45	1:00	2:00	6:15	
5/8	Family Dental	JM	7:15	12:15	1:00	5:30	
5/10	Dr. Sam Brown	SB	7:45	1:00			

Doctor or Office Manager: Please initial to verify times. We recommend that you make a copy for your records.

Temporary: Fax at the end of each work week to (512) 462-0104