

DENTAL AUXILIARY SERVICE - AUSTIN P.O. Box 153116 Austin TX 78715-3116 Phone: 512-243-5736 Fax: 512-682-7516			YOUR NAME: Please Print				
	Date	Office	A.M. Hours		P.M Hours	Total	Verified by
MON							
TUE							
WED							
THURS							
FRI							
SAT							
IMPORTANT: DO NOT PAY TEMPORARY. PAYROLL DONE BY DENTAL AUXILIARY SERVICE - AUSTIN							
Doctor or Office Manager: Please sign above to verify that the above-named employee has work the hours listed. We agree that the hour rate and daily fee will be paid to Dental Auxiliary Service - Austin 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 Auxiliary Service - Austin 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 Auxiliary Service - Austin. 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 Auxiliary Service - Austin and not directly by me.							
TEMPORARY SIGNATURE _____ Fax, e-mail, or text, at END of work week. Completed, signed time sheets must be in our office at the END of each week in order to be paid the following week on FRIDAY.							

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TIME SHEET INFORMATION - * Please Read*****

Our time sheets enable our temporaries to record all hours worked in a pay period on one time sheet. You will only use one time sheet for the entire week. Be sure to PRINT YOUR NAME AT THE TOP OF BOTH TIME SHEETS. Take a time sheet with you to each office where you are schedule to work. Be sure to note the doctor's office under the "Office" column and have each day signed to verify the hours worked.

**** Remember, you must sign your time sheet and fax it, email it, or text it (cell: 512-745-3152) to our office at the END of each week in order to receive direct deposit the following week, on Friday. We cannot pay you if we do not have your timesheet.**

Your paystubs will be made available for download through an online service called ViewMyPaycheck - <https://paychecks.intuit.com>

You will need to visit the website above and set up an account; however, you will not be able to access any information until you have been paid the first time. You will receive a notification email the first week that you get paid with your paystub attached. You will then log back into your ViewMyPaycheck account and enter your net pay (take home pay) and your Social Security Number to access this and all future paystubs on the ViewMyPaycheck website.