

## **Payroll & Timecards**

Dental Medical Staffing, Inc. will provide payroll for all temporary employees.

**It is imperative that a Dental Medical Staffing, Inc. time card be used every time you work in an office through Dental Medical Staffing, Inc.**

It is the responsibility of each Employee, not the office, to make sure Dental Medical Staffing receives a copy of your timecard. Timecards should be filled out neatly and completely, always indicating the office you are working for. Please double check before sending in.

**Timecards must be signed by the Doctor or office manager before a check can be issued.**

Do not use the same timecard for different offices, each office requires its own timecard. You may put multiple days at a single office in the same work week on the same timecard.

Hours worked in the current work week will be paid the following week.

For payroll and billing purposes please send your timecards in as soon as possible.

Timecards can be faxed from the office or emailed.

fax: 503-492-2545 email: [timecards@dentalmedicalstaffinginc.com](mailto:timecards@dentalmedicalstaffinginc.com)

Timecards are available on our website, [www.dentalmedicalstaffinginc.com](http://www.dentalmedicalstaffinginc.com), under the forms tab. Be sure to make the appropriate copies. The original should be left with the office and you should have a copy for your records. If you are faxing or emailing your timecard it is not necessary to send one my mail.

Please do not call to see if we have received your faxed timecard. If you email your timecard you will receive a confirmation that it was received. If we do not receive your timecard for the previous week we will notify you by email.

The deadline for completed timecards is 12:00pm on Monday. Payroll for timecards received after the Monday deadline will be processed the following week.

Payroll is processed weekly. All payroll is done by Direct Deposit and deposits are made on Friday. Your paystubs will be emailed. The form for Direct Deposit is on our website under the forms tab.

Thank you for using our service.

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