



**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 - Client's signature on this time sheet indicates that:**

- Hours worked by WAI Temp 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.
- Should a client hire a temp on as a permanent employee a prorated Temp to Perm fee is charged, regardless of initial hiring intent.
- WAI's Temp to Perm policy does not apply when a WAI Temp is transferred to any status other than permanent. Should a client want to take a WAI Temp on as an independent contractor, or an in house temporary employee or employ the WAI Temp through another means, the client will be charged a flat \$5,000 fee.
- Should a client employ a WAI Temp within one year of the temp's last day of employment with the client, a release fee of \$5,000 will be charged regardless of hours worked and status of hiring.

- 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. /					

\_\_\_\_\_ WEEK ENDING \_\_\_\_\_  
 COMPANY NAME (SUNDAY'S DATE)

\_\_\_\_\_  
 SUPERVISOR'S SIGNATURE/DATE

TOTAL HOURS BILLED: \_\_\_\_\_ / \_\_\_\_\_  
 (REGULAR) (OVERTIME\*)

*\*Overtime is calculated at time and a half after forty (40) 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 or digital approval before receiving paycheck.

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