

Acknowledgment of Temporary Employee Payroll Guidelines

The service of a temporary employee may be discontinued by the employing supervisor at any time.

Temporary employees are not eligible for any of the benefits an hourly employee receives (sick leave, vacation, paid holidays, bonus pay, etc.).

Temporary employees are not granted preferential treatment based on their employment with our offices if they apply for a permanent position.

Temporary employees shall be provided rest periods and meal breaks as required by law.

PROCEDURES FOR FILING TEMPORARY EMPLOYEE TIMECARDS.

The forms required to be filled out by the temporary employee are provided by the Office manager. All forms are required to be filled out completely (all sections) and turned in to the Office manager at the end of your scheduled shift. **Please note incomplete forms will not be accepted.**

Payroll for temporary employees

Temporary employees will be paid concurrently with Premiere Dental's biweekly pay period schedules, and a check will be mailed to the temporary employee once processed.

Failure to complete and turn in timecards on time may result in a delayed check date. (Please note this is the responsibility of the temporary employee and all sections of the form must be filled in to be considered a completed form).

By signing this form, I understand that I will be paid on Premiere Dental's biweekly pay period and a written check will be sent to me via USPS. I understand that all payroll questions/inquiries regarding my payment should go through my agency, and I will not call the office directly regarding payment. If I do so I will be violating company policy.

Employee Printed Name

Date

Employee Signature

Agency Name