

Brighter Smiles Temp Agency TIME CARDS Information for Use

- ✓ You must use a *Brighter Smiles Temp Agency Time Card* for each assignment.
- ✓ Time Cards **MUST** be Legible. There should be no question as to who you are or the hours worked.
- ✓ Time Cards **MUST** have your name on them.
- ✓ Time Cards must be signed by the Dentist or Office Manager of the office you were Contracted to work.
- ✓ Do **NOT** use the same time card for different offices. For each office, an individual time card, for that office, must be used.
- ✓ If you are assigned to work in the same office on multiple days of a week, you may use the same time card for that week.
- ✓ Time cards are available on line or can be faxed or emailed to you.
- ✓ Completed time cards can be emailed or faxed to the information below:

Email: Brightersmilestempagency@yahoo.com

Fax: (812) 399-3149

- ✓ Time Cards must be received by **MIDNIGHT** on **MONDAY** to be paid on Friday- **No** Exceptions.