



Mack & Associates, Ltd.

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Chicago, IL 60602

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www.mackltd.com

- Timesheets are due each Monday on or before 12:00p.m.
- You may turn in timesheets either via fax, 312.368.1868 or scan a signed timesheet and email to payroll@mackltd.com.
- Please call the receptionist at Mack & Associates, Ltd. after faxing it to verify that it has been received.
- Checks are prepared weekly and are available for pickup after 1:00p.m. each Wednesday. Photo identification is required if you choose to pick up your paycheck. Direct Deposit is available and will post to your account each Thursday.
- Your paycheck will reflect hours worked the previous week.
- If you have any questions, please contact your staffing consultant.

Contact Information

Employee Name: _____

Please check if your address has changed and contact your temporary staffing consultant.

Company: _____

Company Address: _____

City: _____ State: _____

Zip: _____ Phone Number: (_____) _____ - _____

Supervisor: _____

Check One:

Send my check by mail

I will pick up my check

I have Direct Deposit

Note: If you marked pick up or do not specify, your check will be held until 5:00p.m. on Friday, then it will be put in the mail, unless other arrangements have been made with your staffing consultant. If enrolled to receive Direct Deposit, it is applied on Thursday.

Day	Date	Time Start	Time End	Less Lunch	Day Total
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Total Hours					

Employee Signature: _____

Date: _____

I hereby verify that the hours indicated were worked by me during the week ending as the date shown above and were properly certified by an authorized representative of the company named above. Upon completion of my assignment, I agree to inform Mack & Associates, Ltd. and advise whether or not I am available for other work. If I fail to do so, Mack & Associates, Ltd. can assume that I am not ready, willing or able to work.

Supervisor Signature: _____

Date: _____

The abovesigned acknowledges that: (1) Mack & Associates, Ltd. Standard Terms & Conditions are incorporated herein reference; and (2) that the hours listed are correct and the work was performed in a satisfactory manner.