



MACK & ASSOCIATES, LTD.
 100 N LASALLE ST, STE 2110
 CHICAGO, IL 60602
 T 312.368.0677
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 WWW.MACKLTD.COM

- Timesheets are due each Monday on or before 1:00 p.m.
- You may turn in timesheets either via fax, **(312) 368-1868** or scan signed timesheet and forward 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 1:00 p.m. on Wednesday, photo identification is required.
- Your paycheck will reflect hours worked the previous week.
- If you have any questions, please contact your staffing consultant.

Contact Information

Employee _____

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

Company _____

Address _____

City _____ State _____ Zip _____

Phone Number (____) _____ -- _____

Supervisor _____

CHECK ONE:

- Send my check by **MAIL** I will **PICK UP** my check

Take note: If you circle pick up or do not specify, your check will be held until 5:00 p.m. on Friday, then it will be put in the mail, unless other arrangements have been made with your staffing consultant.

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

Employee Signature _____ Date _____

I hereby certify that the hours indicated were worked by me during the week ending as of 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 so 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, dates December 2007, are incorporated herein reference; and (2) that the hours listed are correct and the work was performed in a satisfactory manner.