



PREMIER PLACEMENTS

Date Submitted \_\_\_\_\_

Employee Name \_\_\_\_\_

Assignment Location (Property) \_\_\_\_\_

Management Company \_\_\_\_\_

	Date	Start time	Lunch Start Time	Lunch End Time	Finish time	Supervisor Initials	Hours worked
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Total Hours worked

Authorized Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

By signing this agreement I certify that I am an authorized agent of the Management Company and/or Owner of the property. I agree that the hours stated above are accurate and that the work was performed in a satisfactory manner. If any employee works over 40 hours in a work week, I understand that 1.5 times the regular hourly billing rate will be charged.

**Employee Instructions:**

1. Complete **only** 1 timesheet per week, per assignment. Work week starts on Monday and ends on Sunday.
  - Write your name, property and mgmt company.
  - Round hours to the nearest 1/4 hour. Example, 4 hours 7 minutes = 4 hours, 4 hours 10 minutes = 4.25 hours.
  - Account for all days on timesheet by writing the date for each day. If you do not work a day write the word "Off" in the start time column.
  - Incomplete or inaccurate timesheets cannot be submitted to payroll.
2. Employee must sign time sheet
3. Authorized agent must sign timesheet as well as initial each day in Mgr Initials column.
4. Send timesheet to one of the methods below by the following Monday before 2:00 PM EST, to ensure inclusion in payroll.

**Text to: 404-800-6782**

**Fax to: 678-807-2842**

**Email to: timesheets@ApartmentStaffing.com**

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