



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:

- 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.
- Employee must sign time sheet
- Authorized agent must sign timesheet as well as initial each day in Mgr Initials column.
- 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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