

Employee Instructions:

1. Complete only (1) timesheet per week for EACH assignment
2. For each day worked, include the date, start time, end time, lunch duration, and hours worked
3. Round lunch/break duration to nearest ¼ hour (e.g. 48 minutes = 1 hour)
4. Round hours worked to the nearest ¼ hour (e.g. 8 hours 19 minutes = 8.25 hours)
5. Timesheets must be signed by both employee AND an authorized supervisor
6. Submit time sheet before **2:00 PM EST the following Monday** via:



TEXT – (404)800-6782

EMAIL – timesheets@ApartmentStaffing.com

*** *Incomplete or inaccurate timesheets cannot be processed by payroll* ***

PREMIER PLACEMENTS

<i>EXAMPLE</i>	<i>Date</i>	<i>Start Time</i>	<i>End Time</i>	<i>Lunch/Break Duration</i>	<i>Hours Worked</i>
Monday	1/6/20	9:15	6:00	1 hour	7.75
Tuesday	1/7/20	OFF			
Wednesday	1/8/20	8:00	5:00	45 minutes	8.25

Employee Name (Print)

Property Name

	Date	Start Time	End Time	Lunch/Break Duration	Hours Worked
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Total _____

Employee 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.

Authorized Supervisor Name (Print)

Authorized Supervisor Title

Authorized Supervisor Signature

Date

PO/WTN # (If required)