

Take a picture of your completed Time Sheet, signed by both you and the Property Manager, and email it to AListTimeSheets@gmail.com or fax it to 972-707-4800 by 10am on Monday.



A List Apartment Staffing

Employee Name: _____ 8330 LBJ Freeway Ste. #270
 Employee Phone: _____ Dallas, TX. 75243
 Property Name: _____ Office: (972) 707-4400
 Property Phone: _____ Fax: (972) 707-4800

For additional Time Sheets, go to our site at www.AlistApartmentStaffing.com

Assignment Continue: Yes / No Completed: Yes / No

Day	Date	In	Out	In	Out	Regular Hours	Overtime Hours
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
TOTAL HOURS							

******* TIMESHEETS MUST BE RECEIVED BY 10:00 A.M. MONDAY *******

Client: Your signature represents your agreement with the terms and conditions as outlined on this Time Sheet. That the hours as shown are correct and that the work was completed satisfactorily. Client assumes full responsibility thereof. Client also assumes all responsibility when placing worker in charge of the following, but not limited to: Keys, Tools, Money, etc. A-List Apartment Staffing shall not be responsible for any unlawful actions, injuries or harm caused by said employees. A-List Apartment Staffing insurance may not cover said incidences. Client also agrees to the terms of due upon receipt on all invoices.

Client Signature: X

Date:

Employee: Your signature represents your agreement of knowing to notify A-List Apartment Staffing when you arrive onsite and immediately following the completion of any assignment, and calling in your availability at least three (3) times every week. Failure to do so will affect unemployment eligibility.

Employee Signature: X

Date: