



A-List Apartment Staffing Time Sheet

Employee Name _____

Employee Phone _____

Employee Position _____

Property Name _____

Property Phone _____

**TIME SHEETS MUST BE TURNED
IN BY 10:00AM MONDAY
MORNING**

Take a picture of your *SIGNED* time sheet
each week and send it to us at:
aListTimeSheetS@gmail.com
Call or Text: 972-707-4400

Every time sheet MUST be emailed from the MANAGER'S email address.

*Any time sheets not turned in on time will NOT be paid on time. Pay day is the following Thursday after you have worked. It is **YOUR** responsibility to make sure we received your time sheet by 10 am.*

Managers must initial each time you arrive on property, leave for lunch, return from lunch, and leave the property as well as your total hours for each day.

Example: 08/19 8:00 am 12:00 pm 12:30 pm 5:00 pm 8.50 0

	Date	Shift Start		Lunch Start		Lunch End		Shift End		Total Hours	Over Time	
		MGR INITIAL		MGR INITIAL		MGR INITIAL		MGR INITIAL			MGR INITIAL	
Monday	/											
Tuesday	/											
Wednesday	/											
Thursday	/											
Friday	/											
Saturday	/											
Sunday	/											
Assignment Continue?		Yes	No	Assignment Completed?		Yes	No	Weekly Totals				

Client (Manager)

Signature: _____ **Date:** _____

Client: Your signature represents your agreement with the terms and conditions as outlined on this timesheet. 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.

Employee Signature: _____ **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.