



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 IN ORDER FOR YOU TO BE
 PAID BY THURSDAY OF THE SAME WEEK
 (if approved).**

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	MGR INITIAL	Lunch Start	MGR INITIAL	Lunch End	MGR INITIAL	Shift End	MGR INITIAL	Total Hours	MGR INITIAL	Over Time	MGR INITIAL
Monday	/											
Tuesday	/											
Wednesday	/											
Thursday	/											
Friday	/											
Saturday	/											
Sunday	/											
Assignment Continue?	<input type="radio"/> Yes <input type="radio"/> No	Assignment Completed?		<input type="radio"/> Yes <input type="radio"/> No	Weekly Totals							

***** If your company requires a PO please provide PO# _____**

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. It will be Client's responsibility to obtain appropriate insurance coverage. Client also agrees to the terms of due upon receipt on all invoices. Client understands and agrees that interest will be charged at the rate of One percent (1.0%) per month for any invoiced charges not timely paid within 30 days of being invoiced (or at the highest lawful interest rate, whichever is lower).

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. Walking off an assignment before the end or the scheduled workday and or no showing to any day of a given assignment will result in reduction of rate of pay to current minimum wage for that week's pay period and for any future assignments.