



# A-List Apartment Staffing Timesheet

Employee Name \_\_\_\_\_  
 Employee Phone \_\_\_\_\_  
 Employee Position \_\_\_\_\_  
 Property Name \_\_\_\_\_  
 Property Phone \_\_\_\_\_

TIMESHEETS MUST BE TURNED IN BY THE END OF THE DAY FRIDAYS OR MONDAY BY 9AM IF YOU WORK THE WEEKEND IN ORDER FOR YOU TO BE PAID BY FRIDAY THE FOLLOWING WEEK

IT IS MANDATORY THAT ALL TIMESHEETS ARE INITIALED, SIGNED AND EMAILED FROM THE MANAGER'S EMAIL ADDRESS TO: [ALISTTIMESHEETS@GMAIL.COM](mailto:ALISTTIMESHEETS@GMAIL.COM)  
 TIMESHEETS WILL NO LONGER BE ACCEPTED BY TEXT.

*\*\*You should always take a picture for your record\*\**

## **\*\* Every Timesheet MUST Be Emailed from the MANAGER'S Email Address \*\***

Remember to email your timesheet from your manager's email every week. Pay day is the Friday after the end of the work week, which is Monday-Sunday. Ensure that we receive your timesheet by Friday end of day. Managers must initial each time you arrive/leave the property and take lunch breaks. If not done the timesheet will be invalid.

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	/		M		M		M		M		M		M
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						

**\*\*\* Manager's if your Company Requires a PO, Please Provide PO# \_\_\_\_\_**

**Client (Manager)**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Clients: Your signature represents your agreement with the terms and conditions as outlined on this timesheet. That the hours 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. The client understands and agrees that interest will be charged at the rate of five percent (5.0%) 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.*