



# Timesheet- Due Monday by 10:00 a.m Considered late at 12 noon

**Must be received on time to be paid on time**

Email: [timesheets@certifiedapartmentstaffing.com](mailto:timesheets@certifiedapartmentstaffing.com)

Fax: 817-977-4445 Text To: 817-962-7777

2000 E. Lamar Blvd. Suite 360

Arlington, TX 76006

Office: 817-962-7777

Week Ending Date: \_\_\_\_\_

Property Name:	Mgmt Co:
Address:	City/Zip:
Phones:	Email/Fax:
Workers Name:	Position:

Date	Day	Start Time	End Time	Lunch	Total
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
	Sunday				

◊ Grand Total ◊

>>>>Time is calculated by quarter hour (i.e. .25 / .50 / .75) <<<< >>>>Payday is, Friday Five (5) days after the Sunday week ending date<<<<

Worker's Signature (not required)

Certified Staff Signature:

By signing above, you state you have read and agree to the Policies & Procedures.

↳ Authorized Signature

↳ Printed Name

By signing above, you state that you are an authorized representative of the property. You also certify and agree that the hours worked above are correct and the work performed is satisfactory. You will be billed per hour. Discrepancies MUST be submitted prior to the invoice aging beyond 30 days. Invoices are due upon receipt

↳ Authorize Overtime Signature

↳ Printed Name

By signing above, you agree to time and one half for all hours billed over 40 hours.

**Client Terms, Conditions, Policies and Procedures.**

- Certified Apartment Staffing INC incurred fees and expenses in recruiting, interviewing, screening and advertising.
- Utilizing a candidate from Prolific Staffing Services through/with another service within 90 days of Certified Apartment Staffing INC referring an employment candidate to client will result in full bill rates for 80 hours and a full placement fee.
- Client accepts full responsibility when placing worker in charge of money(s), key(s), valuables, tools, machinery, etc.
- Certified Apartment Staffing INC will not be held responsible for any unlawful actions, or injuries due to the Temp Worker.
- ANY incident MUST be reported within 24 hours. After the 24 hours, has expired Certified Apartment Staffing INC will no longer be held responsible.
- Past due accounts will accrue late payment penalties. All accounts are Net 30 and considered past due after 30 days. Late payment penalties begin after 40 days without payment in full. Clients are responsible for legal and collection fees. In the event of an invoice aging beyond 90 days without payment in full, all concessions will be reversed and market bill rates will be applied. In addition, a 1% interest rate will be charged for every 10 days beyond 45 days after the invoice date.

**Worker / Employee Policies & Procedures**

- Certified Apartment Staffing INC is not responsible to collect your time sheet. This is your responsibility. If we do not receive your timesheet, we cannot pay you!
- Time sheets received after 12 pm on Mondays are considered late. Late timesheets will roll over to the next pay period.
- You must complete your timesheet to be clearly legible. Failure to do so may result in late processing and pay.
- Time sheets will not be processed unless then are signed by an authorized representative of the property.
- You are obligated to contact our office within 24 hours from the completion of every assignment. If you do not, unemployment benefits may be denied.
- You are to call in "Available" every day for work. Unemployment benefits may be denied if you fail to do so.
- Injuries MUST be reported within 24 hours or claim is invalid.
- f you secure a position with the client that was founded by Certified Apartment Staffing INC within 90 days of referral, you will be charged.