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 PHONE 800-701-4014
 FAX 713-783-1566
 FAX 800-765-0652
 1616 S. VOSS STE. 700
 HOUSTON, TX 77057

WEEK ENDING _____
 EMPLOYEE NAME _____
 CLIENT COMMUNITY _____
 CONTACT PHONE _____

SA

PAYROLL SERVICE FOR:

Property Management Personnel Inc.

EMPLOYEE TIME SHEET

FAX: 310-258-0401

DAY	DATE	START	LUNCH		END	REG HOURS	OT HOURS	REMARKS
			OUT	IN				
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								
SUNDAY								
TOTALS:	_____➤							

Express hours worked in decimals & round to the nearest quarter hour.
 For example: (7 hrs 15 min = 7.25 hrs) (7 hrs 45 min = 7.75 hrs)
 (7 hrs 35 min = 7.50 hrs) (7 hrs 40 min = 7.75 hrs)

THIS WEEK'S TOTAL HOURS WORKED

PAYCHECK DISTRIBUTION	STATEMENT OF ACCURACY	APPROVAL OF HOURS WORKED
Fax time sheets by noon on Monday. Paychecks will be mailed on Tuesday evening. Any other arrangements should be explained on time sheet below <u>and</u> confirmed by phone with a payroll administrator of TFI Services. Please distribute my paycheck as follows: <input type="checkbox"/> Pick up at PMP office <input type="checkbox"/> Direct Deposit <input type="checkbox"/> Mail	I attest that the hours stated on this time sheet were worked by me during the time period shown above and that these hours were properly certified by an authorized representative of the client company. Employee acknowledges that he/she has not been injured or suffered an on-the-job illness during time period covered on this time sheet. Employee acknowledges that they have taken all required rest and meal breaks. _____ Employee Signature	Execution of this form by the client company constitutes a certification that the TOTAL hours listed are correct as stated, that the work was performed in a satisfactory manner, and that the applicable fees are due and payable to TFI Services upon receipt of invoice. Authorized Client Company Rep/Mgr Signature: _____ Print authorized representative Title

IMPORTANT NOTES - PLEASE READ:

- Any missing or incorrect data may cause delays in processing. Please make sure all data is complete and accurate.
- Fees relating to the cost of collecting amounts due per this time sheet including attorney's fees, court costs, and interest at the maximum non-usurious rate shall be reimbursed by the client company. Any litigation arising due to non-payment of an invoice shall be conducted in Los Angeles, CA which shall have exclusive jurisdiction over such proceedings.
- All overtime hours must be pre-approved by PMP.** Hours worked in excess of 8 hours per day or 40 hours per week will be billed at 1.5 times the regular rate. Hours worked in excess of 12 hours per day or on holidays will be billed at 2.0 times the regular rate.
- Employee acknowledges that he/she has not been injured or suffered an on-the-job illness during the time period covered on this time sheet.
- Client company shall not authorize, request or cause any temporary employee to operate machinery, automobiles, trucks or other vehicles without obtaining prior written consent from Property Management Personnel, Inc.
- Client company shall not authorize any temporary employee to handle cash, credit cards, negotiable instruments, or other valuables without obtaining prior written consent from Property Management Personnel, Inc.
- Client company shall not authorize, request or cause any temporary worker to undertake foreign or offshore travel without prior written consent from Property Management Personnel, Inc.

HIRING POLICY: Client agrees employees placed by Property Management Personnel, Inc. are assigned to them as a temporary service and are not to become an employee of the client unless approved by Property Management Personnel, Inc. Client recognizes the cost incurred by Property Management Personnel, Inc. in providing temporary employees and therefore agrees to the following terms: Client agrees not to solicit employees placed by Property Management Personnel, Inc. for employment for their use or to an associate, affiliate or related entity for a period of one year from the date of this time sheet. Client agrees to inform Property Management Personnel, Inc. in writing of its intent and pay any liquidation or buy out fees. In the event a client has not complied with these terms, client agrees to pay Property Management Personnel, Inc. liquidation damages in the amount of 30% of employee's annual salary.

PLEASE MAKE COPIES OF BLANK TIME SHEET FOR FUTURE WEEKS OR PRINT A NEW TIME SHEET ON-LINE AT WWW.TFIFORMS.COM BY USING YOUR RECRUITER'S FILE NAME: **PMP**