



## Time Sheet

Property:	Property Address:
City:	State:                      Zip:
Employee:	Position:

**Time cards are due by 12:00 Noon each Monday-NO EXCEPTIONS!!!**

Time cards must be faxed directly to 817-764-7789. Please call after faxing to make sure we received it. Time cards that arrive after 12:00 Noon on Monday will be processed on the following weeks payroll. Incomplete time cards will not be processed for payroll until complete. Remember-- Your pay is your responsibility!

**Week Ending:** \_\_\_\_\_ (Sunday's Date)

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

**Time is calculated by quarter hour (i.e. .25 / .50 / .75)**

**Total Hours:**

Temporary Personnel's Signature: \_\_\_\_\_

Manager's Signature: \_\_\_\_\_

Mgr. Overtime Signature: \_\_\_\_\_

**Temporary Employee:** I understand that I must call the office of Five Star Staffing @ 817-945-8898 between the hours of 8:00 a.m. - 5:00 p.m. within 24 hrs following the conclusion of my assignment to report my availability for further assignments. I understand and acknowledge if I fail to do so, Five Star Staffing may assume that I have voluntarily quit and may result in me being denied my unemployment benefits due to me.

Please sign: \_\_\_\_\_

**Client Terms and Conditions:** Client acknowledges that Five Star Staffing has incurred substantial expenses for the recruiting, screening and marketing of the said temporary employee named on this card. Client agrees that utilizing or employing the said temporary employee submitted by Five Star Staffing directly or indirectly at any property owned or managed by the Client within 100 days of Introduction will result in Five Star Staffing charging a placement fee of \$3,000.00. Client Acknowledges and agrees to pay the placement fee within ten (10) days from the invoice date. Client will not allow any temporary employees of Five Star Staffing to operate motor vehicles or machinery or entrust any temporary employees with cash, negotiables or other valuables without the prior written consent of Five Star Staffing. It is acknowledged that the person signing this time card is an authorized representative of the Management Company listed and agrees that all work and services performed on the property listed above were done in a satisfactory manner. All Five Star Staffing invoices include a 10% consultant fee in addition to the hourly billing rate and are due within thirty (30) days from the date of the invoice. All past due invoices will be charged a late penalty fee of 5% per month until paid in full. Client and Management Company will jointly and severally be liable for any and all collection fees and or costs including but not limited to court costs and attorneys fees. This agreement is entered into and performable in the State of Texas. In the event enforcement becomes necessary, then venue and jurisdiction shall be with a court in Tarrant County, TX.