



Texas Apartment Services

Fax: (817) 608-0031 or 1-800-301-5014



FAX NO LATER THAN 10:00 am , MONDAY

Personnel Reminder

- *Employee evaluations are per job assignment
- *Personnel shall not be permitted to be absent from temporary assignments to interview for other employment.
- *Personnel shall understand that payroll will not be processed without an authorized signature from client(s)
- *Personnel shall understand that (TAS) is not responsible for timesheet collection(s) payroll will not be processed with out completed timesheet(s)
- *Payroll requested via mail must be in writing by personnel for specified payroll period.

Property Name _____
 Street Address _____
 City _____ County _____
 Zip _____ MGMT. CO. _____

Employee Name _____
 Last (4) digit of Social Security _____
 Employee Signature _____

**WEEK ENDING
 SUNDAY**
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DAY	DATE	START	FINISH	LUNCH	HOURS	
MON						
TUE						
WED						
THU						
FRI						
SAT						
SUN						
TOTAL HOURS TO NEAREST QUARTER HOUR					HOURS	QTR. HR.

Client

*TAS has incurred a substantial expense in recruiting, interviewing, screening & marking. Client agrees that utilizing said personnel either as it's employee or thru another staffing service within 160 days after the date of initial timecard, or initial interiew of said personnel, will result in the TAS hourly billing rate schedule. Additionally, a fee of \$2000.00 shall be billed to client if said TAS personnel is confirmed to have changed to another staffing service by client, for a period of 160 days on current or transferred apartment community within same, or new management change.

*Client shall not in trust personnel with cash, Client has full responsibility if placing personnel in charge of negotiables, valuables, machinery, motor vehicles, key(s) or cash. TAS shall not be liable for any unlawful actions, injuries, or harm caused by said personnel.

*Client shall indemnify and save TAS harmless from all claims and demands arising out of the Occupational Safety and Health Act as it relates to premises owned or controlled by Client and to which the service's personnel are assigned. Client recognizes TAS's employer relationship with said personnel, and agrees to notify TAS of all disputes concerning conditions of employment, job assignments or pay procedures prior to taking any actions concerning the dispute.

*Incident reports are due within 24 hrs.

*Clients shall be responsible for all legal & collection fees.

**Texas Apartment Services here of shall be known as (TAS)
 By signing this timecard you agree to terms and conditions.**

AUTHORIZED SIGNATURE
 X _____

OVERTIME SIGNATURE

TITLE

TOTAL HOURS

P.O. #

INVOICE #