



EXCLUSIVE Personnel

Main Office : 972-606-8700

Time Sheet - Due Monday by 10:00 A.M.
THIS TIME SHEET MUST BE FILLED OUT COMPLETELY BY THE EMPLOYEE AND SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE PROPERTY WEEKLY. IF NOT FILLED OUT COMPLETELY AND SENT TO EXCLUSIVE PERSONNEL ON TIME, YOU WILL NOT GET PAID ON TIME.

You may send your time sheet by email or fax :
Email: timesheet@exclusivepersonnel.net
Fax: 972-606-8702

Weekending Date (Sunday): _____ P.O. Number (If Required): _____

Property Name:	Mgmt. Co. Name:
Address:	Property Phone:
City/Zip:	Email/Fax:
Employee Name:	Employee's Position:

DATE	DAY	START	FINISH	LUNCH	TOTAL
	MONDAY				
	TUESDAY				
	WEDNESDAY				
	THURSDAY				
	FRIDAY				
	SATURDAY				
	SUNDAY				
				HOURS:	QTR. HRS.

CLIENT TERMS, CONDITIONS, POLICIES AND PROCEDURES.

- Exclusive Personnel, LLC incurred fees and expenses in recruiting, interviewing, screening and advertising. Utilizing a candidate from Exclusive Personnel through/with another service within 90 days of Exclusive Personnel referring an employment candidate to client will result in full bill rates for 80 hours and full placement fee.
- Client accepts full responsibility when placing the employee in charge of money(s), key(s), valuables, tools, machinery, etc.
- Exclusive Personnel will not be held responsible for any unlawful actions, or injuries due to the Temp employee.
- Any incident must be reported within 24 hours. After the 24 hours has expired Exclusive Personnel 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 45 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 invoice date.

EMPLOYEE/WORKER POLICIES & PROCEDURES

- Exclusive Personnel is not responsible to collect your time sheet. This is your responsibility. If we do not receive your time sheet, we cannot pay you.
- Time sheets received after 12 pm on Monday are considered late. Late timesheets will roll over to the next pay period.
- You must complete your time sheet to be clearly legible. Failure to do so may result in late processing and pay.
- Time sheets will not be processed unless they 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.
- If you secure a position with the client that was found by Exclusive Personnel within 90 days of referral, you will be charged.

>>>Time is calculated by quarter hours (Ex. .25/.50/.75)
<<< Payday is Friday Five (5) days after the Sunday weekending date. **PLEASE call to confirm time sheet has been received in office.**

Employee's Signature: _____

Print Name: _____

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

Authorized Signature: _____

Print 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.**

Authorized Overtime: _____

Print Name: _____

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