



Lone Star Apartment Services
Apartment Staffing Division
Office: (817) 945-8881
Tarrant Staffing Cell: (817) 513-8000
Dallas Staffing Cell (817) 513-8305
Supervisor: (817) 361-3380
www.lonestarapartmentservices.com

Time Card

DUE MONDAY BY 10 A.M. / LATE IF RECEIVED AFTER 12-NOON

→ **Email Time Card To Payroll: ADMIN@LONESTARAPARTMENTSERVICES.COM** ←

Property Name:	Worker Name:
Address:	Worker Ph #:

Week Ending Date (Sunday Date):

Date	Day	Arrived	Lunch	Departed	Total
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
	Sunday				

Authorize Signature : _____

Overtime Signature: _____

(Overtime Signature indicates you agree to time and 1 half billing)

CLIENT TERMS, CONDITIONS, POLICIES AND PROCEDURES.

• Lone Star Apartment Services LLC incurred fees and expenses in recruiting, interviewing, screening and advertising. Utilizing a candidate from Lone Star Apartment Services LLC through/with another service within 90 days of Lone Star Apartment Services LLC referring any candidate to client will result in full bill rates for 160 hours and full placement fee. • Client accepts full responsibility when placing the candidate in charge of money(s), key(s), valuables, tools, machinery, etc. • Lone Star Apartment Services LLC will not be held responsible for any unlawful actions, or injuries due to the candidate. • Any incident must be reported within 24 hours. After the 24 hours has expired Lone Star Apartment Services LLC will no longer be held responsible. • All Invoices / accounts are due upon receipt and considered past due after 30 days. Clients are responsible for legal and collection fees. In the event of an invoice aging beyond 75 days without payment in full, will result in all concessions reversed and market bill rates applied to the invoice.

EMPLOYEE/WORKER POLICIES & PROCEDURES • Lone Star Apartment Services LLC is not responsible for collecting your timesheet. This is your responsibility. • Timesheets 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. Failure to do so will affect state benefits you receive, including unemployment • 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 the claim is invalid .