



TIMESHEET DEADLINE SUNDAY 6:00 PM
TEXT 678-745-8860 FAX 678-745-8595
EMAIL timesheet@onsitepropsolutions.com

Employee Instructions:

- Complete a separate time sheet for each assignment worked during the week
- Print your name and property name
- Complete all columns for each day worked and total hours for the week. Do not include lunch in total hours
- Round times to the nearest 1/4 hour
- Timesheets must be signed by an authorized client representative in order to be processed and hours paid

EMPLOYEE NAME:	JOB TITLE:
EMPLOYEE PHONE:	PROPERTY NAME:

DAY	DATE	START TIME	LUNCH	END TIME	TOTAL HOURS
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

***WEEKLY TOTAL:** _____

I certify that I have worked the hours listed on this timesheet and have read and accept the terms and conditions set forth in the below section of this timesheet. EMPLOYEE SIGNATURE: _____	DATE:
I certify that the OnSite Property Solutions Associate named herein worked the hours listed on this timesheet and I agree to the terms and conditions set forth in the below section of this timesheet. SUPERVISOR SIGNATURE: _____ SUPERVISOR NAME (PRINT) _____	DATE: SUPERVISOR TITLE(PRINT) _____

Instructions for completing this timesheet: Check the appropriate assignment status each week. Timesheets must be received no later than 6:00 PM on Sundays. Associate agrees that it is his or her responsibility to deliver timesheet to OnSite Property Solutions by the designated time. Time sheets may be faxed, emailed, or texted for payment. Keep a photocopy for your records. **Terms and Conditions for Associate:** Associate agrees that he or she will not work for the client named on this timesheet in any capacity, whether directly or indirectly without prior consent from OnSite Property Solutions. Associate agrees to call the OnSite Property Solutions office each Thursday to report his or her availability for the following week. Associate agrees to notify OnSite Property Solutions immediately at the end of each assignment and Associate further agrees that if he or she fails to do so, OnSite Property Solutions may assume that Associate is not available for employment and may, therefore, be ineligible for unemployment benefits. Associate agrees that in the event he or she encounters any problem either with or at the client facility, he or she shall refer such problem to OnSite Property Solutions for consideration, and at no time shall Associate discuss such problem directly with the client or any of its representatives. Associate understands and agrees that OnSite Property Solutions reserves the right to pay the Associate minimum wage due to unsatisfactory job performance or breach of these terms. Should OnSite Property Solutions select this option, Associate may present his or her case at a formal review held at its place of business. Associate understands and agrees that any falsification of information reported on this timesheet may result in immediate termination of employment. **Terms and Conditions for Client:** Client agrees that any temporary associate provided by OnSite Property Solutions is an employee of OnSite Property Solutions. As such, Client agrees not to hire either directly or indirectly, said employee/contractor without prior written consent from OnSite Property Solutions. If the Client hires said employee, Client agrees to pay a fee of 5% of annual salary offered to employee, depending upon level of position. Client may choose to "buy out" said employee by paying fees to satisfy the 360 billable hours of the assignment contract. OnSite Property Solutions is due Direct Placement fees for all employees directly hired within one year of introduction to any property within the Management Company the employee was introduced. Client agrees to pay OnSite Property Solutions a minimum billing of four (4) hours per workday; furthermore, same-day cancellations of orders will be invoiced at four (4) hours. By signature of this timesheet Client agrees to pay the bill rates associated with the employees' skill level. Client understands that all overtime, weekend or holiday work will be billed at required statutory payment rates (i.e., time and a half, double time, etc.). All invoices not paid by due date are subject to a 1.5% late fee per month and the property is responsible for all collection fees. Overdue payments will result in loss of guarantee and discounts. Any payments received from the client will automatically be applied to the oldest invoice on the client's account. OnSite will enroll in vendor compliance credentialing services upon request from the client; however, OnSite will require that all invoices be paid within 45 days or the client will be required to reimburse OnSite for the vendor compliance credentialing fees. Client agrees that it is engaging OnSite Property Solutions' Associate listed herein for a specific job function and assignment, as previously disclosed by OnSite Property Solutions, and that it shall not alter such job function or assignment, or the Associates anticipated duties, without OnSite Property Solutions prior written consent. Client agrees to notify OnSite Property Solutions immediately upon the completion or termination of the Associates assignment. Client represents to OnSite Property Solutions that it is in full compliance with all the laws, rules, codes, and regulation applicable to its workplace, and agrees to indemnify and hold harmless from any claims or damages asserted against it because of the inaccuracy of this representation.