



TIME SHEETS

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Property: \_\_\_\_\_

**REST AND MEAL BREAKS**

\*If you work three hours or more, you may take a fifteen-minute break. If you work five hours or more, you may take a fifteen-minute break and a thirty-minute meal break, which should be scheduled with your supervisor. If you work eight hours or more, you may take two fifteen-minute breaks and a thirty-minute meal break. All fifteen-minute breaks must be taken on company premises. Your supervisor will inform you of where you can take your breaks. You will not get paid for lunches or breaks and must sign in and out for the total minutes taken each day. You must take your breaks each day and be totally relieved of your assignment duties during these breaks.

Day:	Date:	In:	Out:	In:	Out:	Total:
Saturday:	_____	_____	_____	_____	_____	_____
Sunday:	_____	_____	_____	_____	_____	_____
Monday:	_____	_____	_____	_____	_____	_____
Tuesday:	_____	_____	_____	_____	_____	_____
Wednesday:	_____	_____	_____	_____	_____	_____
Thursday:	_____	_____	_____	_____	_____	_____
Friday:	_____	_____	_____	_____	_____	_____

\*Employee Signature: \_\_\_\_\_ TOTAL \_\_\_\_\_

Please fill out and fax back to me the following questionnaire so we may better serve you. \*Please fax back to the main office by Friday at 6:00 p.m. (847) 770-4932.

Was your agent courteous and friendly? \_\_\_\_\_

Good with office staff and working as a team? \_\_\_\_\_

Good with prospective residents and residents? \_\_\_\_\_

Helpful in responding to your needs? \_\_\_\_\_

Dressed Professionally? \_\_\_\_\_

Comments: \_\_\_\_\_

\*Please note that the time sheet is used to invoice you for the hours worked by our employee and that it is due upon receipt. If you have any questions, concerns or disputes you must notify us in writing stating the facts within one week of the invoice date for that particular time sheet or we will consider that everything was satisfactory and you agree to the time that employee worked. If the employee worked overtime for that week we will also charge you time and a half for any hours over 40 that the employee worked that week. Please take note of the above rest and meal breaks for our employee's. Any invoices that are 30 days past due will incur a finance charge of 1.5%. At anytime there are past due invoices of 30 days or more we may temporarily suspend our services until your account is up to date.

I have reviewed the above time sheet and it is accurate and complete. I have also read and reviewed the above notice.

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Signature X \_\_\_\_\_