

JAMISON MANAGEMENT COMPANY

Resident Manager Timesheet

Timesheets must be filled out and faxed to (310) 798-9164 on the **15th** and the **31st**.

Month

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
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(Please Circle One)

Current Month Pay Period _____

Days	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	TOTAL HOURS
Hours																

Current Month Pay Period _____

Days	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total Hours
Hours																	

Prior to working any additional hours over contracted hours, you must have authorization from your supervisor. An additional form must be submitted with your timesheet in order to be paid. Describe Work/Emergency for Additional Hours:

Name			
Property Address		Code	
Signature			