



# STAFF TIME SHEET

Which corporate entity was this work completed for:

- |                          |                            |   |
|--------------------------|----------------------------|---|
| <input type="checkbox"/> | Chastain Concessions, LLC  | All Chastain Park related events                          |
| <input type="checkbox"/> | City Park Concessions, LLC | All Piedmont Park general concessions                     |
| <input type="checkbox"/> | Phoenix Concessions, LLC   | All general concessions projects for festivals and events |
| <input type="checkbox"/> | Premier Events, LLC        | Event management and consulting projects                  |

**Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Assignment:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Check Delivery:**  Mail to Address on File      **Address:** \_\_\_\_\_

Warehouse Pick up      \_\_\_\_\_

Cash Paid on site      **RECEIVED BY:** \_\_\_\_\_

DATE	EVENT	TIME IN	TIME OUT	TOTAL	CLASS	ACCOUNT

**TOTAL HOURS**

**RATE**

**AMOUNT DUE**

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please print legibly all requested information and return this form to the Project Manger.  
 Use additional forms if necessary. Make sure each line is dated. Supervisor will complete Rate, Accounting Code and Total Due.  
 By completing this form, employee certifies that documented hours are true and correct. Please note that final payroll hours will be rounded to nearest 1/4 hour.

**TIME SHEET DEADLINE:** 7 days from date work is performed. Any time sheets submitted after 7 days will not be paid.

**PAYMENT PROCESSING:** Time sheets submitted Wednesday will be processed for payment on the following Monday.

**QUESTIONS:** Contact your supervisor or e mail payroll@premiereventslive.com