



**(Submit To: [Payroll@ServeStars.com](mailto:Payroll@ServeStars.com) By 9:00 AM Monday)**

**Employee Name (Print):**

Employee Type: Trainee Technician Manager

Division Manager Name:

[illegible]

## TRAINEE PAYROLL

**\*\*\*Please Note: Technician Approval Initials Are Required For Each Day Worked In Order To Process For Payment\*\*\***

**TOTAL DAYS**

**Estimated Pay Due**

Trainee Days Worked (Circle): MON TUES WED THURS FRI SAT SUN

Supervisor Initials: X X X X X X X X

I understand that this is a rough estimation of gross pay only and that my actual payroll amount may differ significantly based on factors including, but not limited to: deductions in accordance with my employment contract and policies, repayment of advances given, uniform fees, tool reimbursement programs, missing P.O.s & other unauthorized use of company funds. I further acknowledge that I may be deducted for jobs which are not completed in full and or jobs that require warranty work after initial completion and payment. I acknowledge that the primary tech on the jobsite is responsible for all warranties and split commission calculations & communication. I also acknowledge that payroll worksheets turned in after 9:00 am on the Monday immediately following the current pay period will not be processed until the following week unless authorized in writing by an owner. I understand that missing P.O.s are due at the same time and any receipts turned in or found after the deadline cannot be processed for reimbursement until the following pay period.

**Employee Signature : X**

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

**Supervisor Signature : X**

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

