



Weekly Payroll Log

(Submit To: Payroll@ServeStars.com By 9:00 AM Monday)

Week Ending Date:

Employee Name (Print):

Employee Type: Trainee Technician Manager

Division Manager Name:

TRAINEE PAYROLL

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

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

Supervisor Initials: _____

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 time and any receipts turned in or found after this

Employee Signature : X

Supervisor Signature : X

Date:

