



DATE _____

EMPLOYEE NAME _____

CLIENT COMPANY _____

WORK PHONE _____

Email Time sheet to:

Austin: austinpayroll@hirepriority.com

Houston: houstonpayroll@hirepriority.com

EMPLOYEE TIME SHEET

EMAIL OR CALL TO CONFIRM RECEIPT OF TIMESHEET

DAY	DATE	START	LUNCH		END	REG HOURS	OT HOURS	REMARKS
			OUT	IN				
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								
SUNDAY								
TOTALS:	_____ >							

Express hours worked in decimals & round to the nearest quarter hour.

For example: (7 hrs 15 min = 7.25 hrs) (7 hrs 45 min = 7.75 hrs)
 (7 hrs 35 min = 7.50 hrs) (7 hrs 40 min = 7.75 hrs)

= **THIS WEEK'S TOTAL HOURS WORKED**

IMPORTANT NOTES - PLEASE READ:

- Any missing or incorrect data may cause delays in processing. Please make sure all data is complete and accurate.
- Fees relating to the cost of collecting amounts due per this time sheet including attorney's fees, court costs, and interest at the maximum rate shall be reimbursed by the client company. Any litigation arising due to non-payment of an invoice shall be conducted in Harris County or Travis County, Texas, which shall have exclusive jurisdiction over such proceedings.
- Hours worked in excess of 40 hrs/wk will be billed at time and a half unless employee is classified as "exempt" from overtime wage regulations.
- Employee acknowledges that he/she has not been injured or suffered an on-the-job illness during the time period covered on this time sheet.
- Client company shall not authorize, request or cause any temporary employee to operate machinery, automobiles, trucks or other vehicles without obtaining prior written consent from Hire Priority.
- Client company shall not authorize any temporary employee to handle cash, credit cards, negotiable instruments, or other valuables without obtaining prior written consent from Hire Priority.
- Client company shall not authorize, request or cause any temporary worker to undertake foreign or offshore travel without prior written consent from Hire Priority.

HIRING POLICY: Hire Priority refers personnel on the basis that all fees are paid by the client company and that the client company will not engage the services directly or through any other person or entity of any personnel referred to it by Hire Priority. Unless otherwise agreed to in writing, a temporary or contract worker hired in any capacity, directly or indirectly, by a client company within one year from the last date of a temporary or contract assignment shall cause the client company to pay to Hire Priority a conversion fee, calculated as the temporary or contractor worker's regular hourly rate multiplied by 625 (e.g., if the worker's regular hourly rate billed to the client company is \$25/hour, the conversion fee would be \$15,625 (\$25 x 625). Any invoices over 30 days past due must be paid in full before client company may hire candidate. A client company who refers a temporary or contract worker to an affiliated company, associate, friend or other entity shall be liable for payment of the conversion fee if the worker is hired within one year of such referral.

PAY CHECK DISTRIBUTION	STATEMENT OF ACCURACY	APPROVAL OF HOURS WORKED
Email time sheets by noon C.S.T. on Monday. Pay checks will be mailed on Tuesday evening. Any other arrangements should be explained on time sheet below and confirmed by phone with a payroll administrator. Please distribute my pay check as follows: <input type="checkbox"/> HP Office <input type="checkbox"/> Direct Deposit	I attest that the hours stated on this time sheet were worked by me during the time period shown above and that these hours were properly certified by an authorized representative of the client company.	Execution of this form by the client company constitutes a certification that the TOTAL hours listed are correct as stated, that the work was performed in a satisfactory manner, and that the applicable fees are due and payable to People 2.0 upon receipt of invoice.
	Employee Signature	Authorized Client Company Rep/Mgr Signature
	Print Employee Name	Print Authorized Client Company Rep/Mgr Title



• leaders in **multifamily** staffing •

Time Sheets are always available on our website.
hirepriority.com

Submitting Time Sheets:

Time-sheets can be emailed as a PDF to AustinPayroll@HirePriority.com or HoustonPayroll@HirePriority.com. If you do not have access to a scanner/computer, and would like to submit a picture of your time sheet, we suggest using an app called CamScanner.

CamScanner is a FREE app that is available for download on Android or iPhone devices. CamScanner allows you to take a picture of your time-sheet, and crop a sharp, clear image that you can email as a PDF. If you would like further instructions on how to use the app, feel free to ask us, or visit CamScanner.com for online tutorials.

Reminders:

- Your work week starts on Monday and ends on Sunday.
- If you work at multiple properties, you must turn in a different time sheet for each location.
- You are responsible for having your time-sheet signed by a manager. If you send in an unsigned time-sheet, it may result in a delay on your pay.
- Time-sheets are paid out every Friday for the previous week's work.
- If you turn in your time-sheet by noon on Monday, you will receive EARLY PAY! Time-sheets received by noon on Monday, are paid every Wednesday.

Thank you for choosing Hire Priority,

-The Hire Priority Admin Team



Congratulations, You're Registered!



*New Candidate welcome letter:
All the information you need to
succeed and more!*

Dear Candidate,

Congratulations on registering with Hire Priority! Our goal is to help you find work! Whether it's extra cash, side work, temp-to-hire or permanent placement, we want to work with you to reach your goals. After each assignment or interview, we receive feedback from the apartment community. It's crucial that this feedback is positive! The following **Key Points to Success** will help us, help you, achieve the desired feedback:

- **Be Responsible.** Show up on time; not a minute late.
- **Be Productive.** Take pride in your abilities and work hard.
- **Be a Professional.** Treat EVERY assignment like a "Working Interview."

Good Luck! We look forward to working with you and helping you reach your goals!

Sincerely,
Hire Priority

Contact Us

Austin Office
6001 W. Parmer Ln
Austin, Texas 78727

O: 512-338-HIRE
C: 512-645-5549
F: 512-338-4491

Houston Office
1800 Saint James Pl. #211
Houston, TX 77056

O: 713-960-9906
C: 713-202-2513
F: 713-960-9910

Hours of operation M-F 8:30am - 5:30pm
CLOSED ON WEEKENDS AND FEDERAL HOLIDAYS!

Oh, and Don't Forget!!!



In order to stay "Active" in our system and receive assignments you **MUST** call, text or email in your availability on, at least, a weekly basis!! Call-in hours are between...

9am - 9:30am or 4pm - 4:30pm

(Outside of these hours please text or email your availability)

Timesheets/ Payroll Questions:

Payroll questions:

Email

jsauls@people20.com

Phone

713-600-5223

Where to email your timesheet:

Austin

austinpayroll@hirepriority.com

Houston

houstonpayroll@hirepriority.com

Recruiting Specialist

Austin

austin@hirepriority.com

San Antonio

sanantonio@hirepriority.com

Houston/ The Woodlands

houston@hirepriority.com

Referral Program

Refer a friend
and make **\$100** ask how!



Follow Us!



Looking Your Best on the Job!

Admin/Leasing/ Management:

YES:

- Dress slacks - Knee length skirt or dress (preferably solid, dark colors)
- Suit/ Dress suit (preferably solid, dark colors)
- Sport coats - Button-down dress shirt or professional blouse
- Closed toed heels or flats
- Neatly groomed hair, and natural colored make-up - Minimal to no perfume/cologne



NO:

- Jeans, shorts, short-skirts or dresses
- Sleeveless, see-through, cropped or backless shirts
- Open toed shoes, flip flops, tennis shoes
- Wet or un-brushed hair, or unnatural hair colors - Visible tattoos and piercings



Maintenance:

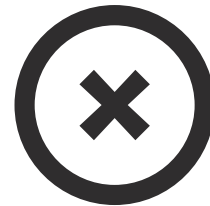
YES:

- Durable slacks (preferably black or navy blue) - Dark colored jeans - Cargo Shorts
- Collared shirts or t-shirts (solid color)
- Tennis shoes or boots Neatly groomed hair - Minimal to no perfume/cologne



NO:

- Light colored jeans - Jeans with rips, stains or holes - Jean shorts
- Shirts with rips, stains or holes - Multi-colored shirts, or shirts with wording or pictures
- Flip flops or Open-toed shoes
- Wet or un-brushed hair, or unnatural hair colors - Visible tattoos or piercings





WORKWELL, TX

Health care network information | As of October 1, 2022



Dear Employer,

At Texas Mutual Insurance Company, we are committed to the safety of Texas workers. WorkWell, TX serves as an extension of that commitment, ensuring quality care for employees who are injured on the job.

WorkWell, TX is a workers' compensation health care network certified by the state of Texas. By choosing the network option from Texas Mutual, you keep your costs low with a network discount and our focus on getting injured workers well and back on the job. Our providers have been chosen to treat your employees because of their proven record of success with work-related injuries and illnesses.

A network that offers high-quality care, better results, and savings is a win-win for you and your employees.

To help introduce your employees to WorkWell, TX, this packet offers information and resources, which they must read and sign. Start by reviewing the checklist below to discover what you and your workforce will need to know and do in case an injury occurs.

Employer Checklist

1. Review this packet.
2. Post the **Notice of Network Requirements** in a common area where your employees will see it.
3. Distribute the Notice of Network Requirements to employees when you begin the program, within 3 days of hiring a new employee, and at the time of injury. Keep a record of how, when, where and to whom you delivered the Notice of Network Requirements.
4. Have all employees sign the **Employee Acknowledgment** form and keep it in the employee's personnel file. (An employee who refuses to sign remains subject to network requirements. Document a refusal to sign the acknowledgment in the employee's personnel file.)
5. When an injury occurs, report it immediately to Texas Mutual and if necessary, provide or arrange transportation for the injured employee to the network provider, or emergency facility if appropriate.
6. Work-related injuries must be treated by network-approved physicians. Review the online provider directory on texasmutual.com for a list of network providers. If you or an injured employee needs help locating a provider, you may call WorkWell, TX at (844) 867-2338.

Thank you for choosing WorkWell, TX. If you have any questions, please contact us at (844) 867-2338 or visit texasmutual.com.

Sincerely,

WorkWell, TX Support Team
(844) 867-2338



WORKWELL, TX



WORKWELL, TX

Notice of Network Requirements

(Post in visible area for all employees)

Your employer has chosen WorkWell, TX as its certified workers' compensation health care network in partnership with Texas Mutual Insurance Company, a workers' compensation insurance carrier. WorkWell, TX will manage the health care and treatment you may receive if you are injured on the job or diagnosed with an occupational illness while employed here. WorkWell, TX doctors are trained in treating work-related injuries and illnesses and getting people back to work and back to a productive life.

The information in this packet will help you to seek care for your injury and describes what to do if you are injured while on the job.

What to do if you are injured while on the job

If you are injured at work, tell your employer right away. Your employer will help with any questions you may have about seeking treatment through WorkWell, TX. You may also contact Texas Mutual if you have any questions about your treatment. Our shared goal with your employer is to return you to work as soon as it is safe to do so.

A list of network doctors in your service area is available on texasmutual.com or by downloading the WorkWell, TX mobile app. You may contact us at (844) 867-2338 or at the address below for assistance.

WorkWell, TX
Attn: Network Services
PO Box 12029
Austin, TX 78711-2029

In case of an emergency

If you are injured and it is an emergency, you should seek treatment at the nearest medical care facility immediately. This also applies if you are injured outside the service area. Emergency care does not require preapproval. Texas law defines "medical emergency" as a medical condition that comes up suddenly.

After you receive emergency care, you may need ongoing care. Select a network doctor from the WorkWell, TX network. The doctor you choose will oversee the care for your injury. You must obtain referrals to see another health care provider or specialist from your treating doctor, except for emergency care.

Non-emergency care

Report your injury to your employer as soon as you can. Find a network treating doctor on texasmutual.com or by downloading the WorkWell, TX mobile app. Go to that doctor for treatment.

Treatment prescribed by your doctor may need to be approved in advance. Your doctor needs to request approval from the network for a specific treatment before the treatment or service is provided. You may continue to need further care after completing the approved treatment.

Choosing a treating doctor

If you are hurt at work and it is not an emergency and you live in the network service area, you must choose a treating doctor from the WorkWell, TX network. This is required so that WorkWell, TX covers the costs for the care. If you belong to a health maintenance organization (HMO) at the time of your injury, you may choose your HMO primary care doctor as your treating doctor. You must have chosen the doctor as your primary care doctor before your injury. We will approve the choice of your HMO doctor if they agree to the terms of the network contract and to abide by applicable laws.

For a list of network doctors available in your area, please visit texasmutual.com or download the WorkWell, TX mobile app. The WorkWell, TX provider directory is updated monthly. Doctors who speak Spanish or who are no longer taking new patients will be flagged with an icon on their record.

If your treating doctor leaves the network, we will notify you in writing. You will have the right to choose another treating doctor from the network directory. If your doctor leaves the network and you have a life threatening or acute condition for which a disruption of care would be harmful to you, your doctor may request to continue your treatment for an extra 90 days.

If you live outside of the service area, you may request a service area review by calling Texas Mutual. You should provide proof to support your request. Texas Mutual will inform you of its decision within seven days of receiving your request. If you disagree with Texas Mutual's final decision, you have the right to file a complaint with the Texas Department of Insurance. Your complaint must include your name, address, phone number, a copy of Texas Mutual's decision and any proof you sent to Texas Mutual for review. A complaint form is available on the Department's website.

When waiting for Texas Mutual to make a decision or for the Texas Department of Insurance to review your complaint, you are still expected to use the network for all health care. You may be required to pay for health care services received out of the network if it is decided you do live in the network's service area.

Changing doctors

If you are not satisfied with your first choice of a treating doctor, you can select a different treating doctor from the network directory. We will not deny your choice to see a different treating doctor. Before you can change treating doctors a second time, you must get permission from the network by calling (844) 867-2338.

Referrals

You do not have to get a referral if you have an emergency. All other health care and specialist referrals should be made through your treating doctor. All health care services that you request will be made available by the network on a timely basis, as required by your medical condition. This includes referrals. All health care services, including referrals, will be made available within 21 days after your request.

Out-of-network approvals

WorkWell, TX must approve all of your treating doctor or specialist's out-of-network referrals before you visit the provider. If you need to request approval, please call (844) 867-2338.

Payment for health care

Network doctors have agreed to seek payment from Texas Mutual for your treatment. They will not look to you for payment. If you receive treatment from a doctor who is not in the network without prior approval from WorkWell, TX, you may have to pay for the cost of that care. Medical costs for treatment by non-network health care providers may be covered only if one of the following situations occurs:

- Emergency care is needed. You should go to the nearest hospital or emergency care facility.
- You do not live within the service area of the network.
- Your treating doctor or specialist refers you to an out-of-network provider or facility and WorkWell, TX approves the referral.
- You have chosen your HMO primary care doctor. Your doctor must agree to abide by the network contract and applicable laws.

Preauthorization, adverse determination and independent review

A list of the procedures and services that need preauthorization is on texasmutual.com. The list in this packet is not intended to be all-inclusive; health care is an evolving science. Procedures and treatments requiring prior approval will also evolve. Treating providers should verify preauthorization requirements by referring to the updated list on texasmutual.com.

If WorkWell, TX denies the request, you or the requesting doctor may ask for a review of that decision. If still dissatisfied, you, your provider or a person acting on your behalf may request an independent review. The preauthorization agent will provide any relevant medical records related to the injury to the independent review group. They may also provide any treatment guidelines used and a list of the doctors who provided care to you.

Complaints

We take your concerns seriously. If you are dissatisfied, you can file a complaint with WorkWell, TX. You may do this if you are not satisfied with any aspect of the network, including care you received. You must file your complaint within 90 days after the date of the event that is the basis for the complaint.

If you have questions about the complaint process you can reach the Grievance Coordinator by phone at (844) 297-5723, by fax at (512) 224-8800, by email at wwtxcomplaints@texasmutual.com, or by mail at the address below.

WorkWell, TX
Attention: Grievance Coordinator
PO Box 12029
Austin, Texas 78711-2029

Texas law does not permit WorkWell, TX to retaliate against you if you file a complaint against the network. We will not retaliate if you appeal the decision of the network. The law does not permit us to retaliate against your treating doctor if they file a complaint against the network or appeal the decision of the network on your behalf.

You have the right to file a complaint with the Texas Department of Insurance. A complaint form is available on the Department's website.

WorkWell, TX Preauthorization List

Hospital/ASC

All non-emergency hospital or ASC (inpatient, outpatient, and observation) admissions including principle scheduled procedures and length of stay. Preauthorization request should include specific hardware, implantables, external delivery system, etc. to be utilized.

Surgery/Procedures/Integral Devices

All non-emergency surgeries represented by AMA CPT codes 10010-69990 and/or G codes which represent a surgical procedure performed in a setting or place of service other than the doctor's office [POS 11]. Preauthorization request should include specified hardware, implantables, external delivery system, etc. to be utilized.

- All botox injections
- All spinal injections (including but not limited to):
 - » Epidural steroid injections
 - » RFTC or cryotherapy/cryoablation
 - » Sacral iliac joint injection
 - » Facet injection
 - » Medical branch block
- Trigger point injections (AMA CPT 20553)
- Bone growth stimulators
- Discograms
- Implantable drug delivery system
- Investigational or experimental procedures or devices as determined by ODG or listed as an AMA category III code. Stimulator devices (including, but not limited to):
 - » TENS units
 - » Interferential units
 - » Neuromuscular stimulators
 - » Dual units
 - » Spinal cord stimulator
 - » Peripheral nerve stimulator
 - » Brain stimulator

Physical Medicine

- All chiropractic treatments
- Manipulations under anesthesia (MUA)
- All PT/OT (unless requestor or rendering provider/facility is participating through Align)
- Biofeedback

Diagnostics

- All initial and repeat MRI and CT scans
- Bone density scans
- Surface electromyography (EMG)
- Unless otherwise specified in this list, all repeat individual diagnostic studies (series) having a billed amount greater than \$350.

Other

- Durable medical equipment (DME), prosthetics and/or orthotics, greater than \$500.00 billed (purchase or accumulated rental or combination of rental/purchase)
- Gym memberships
- Texas Department of Insurance, Division of Workers' Compensation (DWC) Pharmacy Closed Formulary per 28 TAC §134, Subchapter F.

Alternative Treatment

- Acupuncture outside ODG
- Acupressure
- Yoga

Rehab Programs

- Work conditioning
- Work hardening
- Chronic pain management program
- Medical rehabilitation
- Brain and spinal cord rehabilitation
- Chemical dependency programs
- Weight loss programs

Nursing Home

- Skilled nursing facility, including skilled care within the same facility
- Convalescent care
- Residential care
- Assisted living/group homes

Psychological Testing and Psychotherapy

- Subsequent evaluations
- Subsequent tests or testing
- Therapy

WorkWell, TX Service Area County List

A

Anderson
Andrews
Angelina
Aransas
Archer
Armstrong
Atascosa
Austin

B

Bailey
Bandera
Bastrop
Baylor
Bee
Bell
Bexar
Blanco
Bosque
Bowie
Brazoria
Brazos
Briscoe
Brooks
Brown
Burleson
Burnet

C

Caldwell
Calhoun
Callahan
Cameron
Camp
Carson
Cass
Castro
Chambers
Cherokee
Clay
Cochran
Coke
Coleman
Collin
Colorado

Comal
Comanche
Concho
Cooke
Coryell
Crane
Crosby

D

Dallam
Dallas
Dawson
Deaf Smith
Delta
Denton
Dewitt
Dickens
Donley
Duval

E

Eastland
Ector
El Paso
Ellis
Erath

F

Falls
Fanin
Fayette
Fisher
Floyd
Fort Bend
Franklin
Freestone
Frio

G

Gaines
Galveston
Garza
Gillespie
Glasscock
Goliad
Gonzales

Gray
Grayson
Gregg
Grimes
Guadalupe

H

Hale
Hall
Hamilton
Hansford
Hardin
Harris
Harrison
Hartley
Haskell
Hays
Hemphill
Henderson
Hidalgo
Hill
Hockley
Hood
Hopkins
Houston
Howard
Hudspeth
Hunt
Hutchinson

I

Irion

J

Jack
Jackson
Jasper
Jefferson
Jim Hogg
Jim Wells
Johnson
Jones

K

Karnes
Kaufman

Kendall
Kenedy
Kent
Kerr
Kimble
Kleberg

L

Lamar
Lamb
Lampasas
Lavaca
Lee
Leon
Liberty
Limestone
Lipscomb
Live Oak
Llano
Loving
Lubbock
Lynn

M

Madison
Marion
Martin
Mason
Matagorda
McCulloch
McLennan
McMullen
Medina
Menard
Midland
Milam
Mitchell
Montague
Montgomery
Moore
Morris
Motley

N

Nacogdoches
Navarro

Newton
Nolan
Nueces

O

Ochiltree
Oldham
Orange

P

Palo Pinto
Panola
Parker
Parmer
Pecos
Polk
Potter

R

Rains
Randall
Reagan
Real
Red River
Reeves
Refugio
Roberts
Robertson
Rockwall
Runnels
Rusk

S

Sabine
San Augustine
San Jacinto
San Patricio
San Saba
Schleicher
Scurry
Shackelford
Shelby
Sherman
Smith
Somervell
Starr

Stephens
Sterling
Stonewall
Swisher

T

Tarrant
Taylor
Terry
Throckmorton
Titus
Tom Green
Travis
Trinity
Tyler

U

Upshur
Upton
Uvalde

V

Van Zandt
Victoria

W

Walker
Waller
Ward
Washington
Webb
Wharton
Wichita
Wilbarger
Willacy
Williamson
Wilson
Winkler
Wise
Wood

Y

Yoakum
Young