



WEEKLY TIMESHEET

Employee Name: _____ Title: _____

Company Name: _____

Department: _____ Supervisor _____

Date	Start Time	End Time	Less Lunch	Overtime Hrs.	Total Hrs.
WEEKLY TOTALS					

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date _____

NOTE FOR CLIENT:

Temporary employees are charged out at an hourly rate, depending on the position and experience level. We take care of payroll, all taxes, WCB, EI and CPP, Vacation pay, Records of Employment, and Time Sheets. If a temporary employee has been employed for 30 days prior to and in your service for 15 of the 30 days prior to a Statutory Holiday, you will be required to pay 150% of the hourly fees, multiplied by the average daily hours worked for the Statutory Holiday.

Should the client, firm or a third party through the client’s introduction, employ one of our temp employees, on a permanent or temporary basis, whether the offer of employment was made during the booking or within 12 months of the end thereof, our usual fees apply.

A guarantee is not provided on our temporary employees. If you are unhappy with their services, please notify us immediately, and we will attempt to find you an alternative employee.

Please select one of the following:

- I will **PICK UP** my paycheck
- Please **MAIL** my paycheck
- DIRECT DEPOSIT** (pay stub will be mailed)