

## T I M E S H E E T

<b>Employee Name:</b>	
<b>Client Name:</b>	
<b>Report To:</b>	<b>Date:</b>

	Month/Date	Time In	Time Out	Lunch Break	Reg Hours (less lunch)	OT Hours
<b>Sunday</b>						
<b>Monday</b>						
<b>Tuesday</b>						
<b>Wednesday</b>						
<b>Thursday</b>						
<b>Friday</b>						
<b>Saturday</b>						
Has this assignment ended? Yes <input type="checkbox"/> No <input type="checkbox"/>					<b>TOTAL HOURS</b>	

Timesheets must be in Templine's office **NO LATER THAN 10:00 AM MONDAY.**  
It is your responsibility to ensure that Templine receives your timesheet prior to the cut-off.

### Client Authorization

I certify that the above Templine employee worked the hours listed on this timesheet and agree to the Terms and Conditions set forth below under **IMPORTANT INFORMATION.**

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

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

**Client Signature:** \_\_\_\_\_ **Client Direct Line:** \_\_\_\_\_

### IMPORTANT INFORMATION

**MINIMUM HOURS AND OVERTIME WILL BE PAID ACCORDING TO PROVINCIAL LABOUR LAWS.**

- MINIMUM DAILY PAY** - An employee who starts work must be paid for at least 3 hours, even if the employee works less than 3 hours.
- OVERTIME** - An employee who works more than 8 hours in a day or 44 hours in a week must be paid overtime.
- MEAL BREAKS** - After working at least 5 hours in a row, an employee is entitled to a half-hour, unpaid meal break.
- GUARANTEE** - If Templine is advised of unsatisfactory work within 4 hours on the first day, a replacement will be supplied immediately and charges for the 4 hours will be cancelled.
- HIRING POLICY** - A permanent placement fee will apply if a Templine temporary employee is hired during an assignment, or within 12 months subsequent to an assignment, for any position in your firm or by any other firm referred to by you.

*Templine assumes no responsibility if our employees handle cash, securities or other valuables without our prior written consent.*

# P A Y D A Y

## Your timesheet is your responsibility.

**If we do not receive your timesheet by 10:00 am on Monday, it will not be processed until the following Friday. Please make sure that the hours on your timesheet are correct.**

If you are faxing your timesheet to us, please confirm that we have received it prior to the cut-off time by leaving a voice mail with your name and contact phone number for Payroll. Payroll will only contact you if your timesheet has not been received.

We use a computerized bank payroll service to generate our payroll and the data from the timesheets is submitted electronically every Monday morning. By making sure that the correct timesheet information is submitted on time, you will ensure that your paycheque is processed correctly and on time.

Please do not mail or drop off your original timesheet if you have already faxed it in.

Additional timesheets are downloadable from our website @ [www.angusone.com](http://www.angusone.com), click on Download a Timesheet on our homepage.

## PAYCHEQUES

Paycheques are processed for payment on the following Friday (for example: if you submit your timesheet on Monday, May 23<sup>rd</sup>, you will be paid on Friday, May 27<sup>th</sup> for the week of May 16<sup>th</sup> - 22<sup>nd</sup>).

Paycheques may be picked up from our office on Friday between 8:30 am and 5:30 pm. Paycheques not picked up on Friday by 5:30 pm will be mailed out.

## CHECKLIST

- Your name
- The dates you worked
- The hours you worked (less lunch breaks)
- Client's name
- Client's authorization

**If you have any questions regarding your timesheets / paycheques,  
please call our Payroll Administrator at 1.888.682-8367.**