

# PLATINUM

## Personnel & Business Services

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#202 – 1475 Ellis Street  
Kelowna B.C. V1Y 2A3  
enquiries@platinumpersonnel.ca

www.platinumpersonnel.ca

Telephone: (250) 979-7200  
Fax: (250) 979-7475  
Toll Free: 1-800-652-1511

### Job Tips For Temps

Platinum Personnel prides itself in offering a quality service with skilled and capable employees. We strive to serve our clients, as well as our employees.

Working on a temporary basis can be very challenging and rewarding. It gives you variety, keeps your skills current and allows you to see various types of companies. If you have not worked on a temporary basis before, you may be unsure of what to expect that first day. It will vary depending on the position and the employer. I hope the following will help you:

- You are a **Platinum Personnel Employee** – please report any changes, concerns or problems (illness, etc.) to Platinum Personnel.
- Remember why you are there. Someone is away ill, on vacation, or it's a work overflow situation. They need someone **NOW** and training time may be minimal. Don't take it personally if co-workers don't have a lot of time.
- Make a good first impression: be on time and appropriately dressed. Report to the contact name; introduce yourself saying Platinum Personnel sent you.
- Respect Confidentiality** regarding company procedures and/or situations.
- Do not use any of the client's equipment for personal use under any circumstances.***
- Conduct personal business on lunch breaks – remember, the client is paying for you on an hourly basis.
- Be flexible and ready to adapt to new ways of doing things. Remember – every situation is different!
- Give the employer every reason to feel confident in your skills, but don't be afraid to ask questions if you are unsure – **SMILE** and use your sense of humour.
- Each Friday, fax your signed time sheet to **(250) 979-7475**. Keep a copy. Your pay will be deposited directly to your account every 2<sup>nd</sup> Friday.
- If you will be working alone, you must call Platinum Personnel as soon as you become aware of this requirement.
- Enjoy your assignment!**

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### 2016 Statutory Holidays (Stats) in British Columbia

Statutory holidays are days when most people receive the day off with pay. The *Employment Standards Act* grants 10 statutory holidays which occur approximately the same time each year.

They are:

- New Year's Day - January 1, 2016 (Friday)
- BC Family Day- February 8, 2016 (Monday)
- Good Friday – March 25, 2016 (Friday)
- Victoria Day – May 23, 2016 (Monday)
- Canada Day – July 1, 2016 (Friday)
- BC Day – August 1, 2016 (Monday)
- Labour Day – September 5, 2016 (Monday)
- Thanksgiving- October 10, 2016 (Monday)
- Remembrance Day – November 11, 2016 (Friday)
- Christmas Day – December 25, 2016 (Sunday)

Easter Sunday, Easter Monday and Boxing Day are not statutory holidays. You must have been employed (in the payroll) for 30 days to qualify for stat pay.

To be eligible for “stat holiday” pay, you must have:

1. Worked 15 of 30 days before the “stat holiday” or
2. Worked under an averaging agreement any time in the 30 days before the “stat holiday”.

If you work on a statutory holiday, in addition to an average day's pay for the holiday, you must be paid time-and-a-half for the first 12 hours, and at double-pay for any time over the 12 hours.

If the “stat holiday” falls on a day you would not have been working on anyways, or if you are given another day off in compensation, then you must be paid an average day's pay. The average day's pay is calculated for the 30 day period prior to the statutory holiday.

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### 2016 Payroll Calendar

January 2016						
Su	Mo	Tu	We	Th	Fr	Sa
				31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2016						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March 2016						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2016						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2016						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2016						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2016						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2016						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2016						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2016						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2016						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2016						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

# PLATINUM PERSONNEL

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## ◆ Temporary Assignment Timesheet ◆

Company Name

Report To

Address

Client's approval of Timesheet (signature)

Temporary Employee \_\_\_\_\_

(print name)

Employee's signature \_\_\_\_\_

Assignment Continuing

Assignment Completed

Employee Hired

Month \_\_\_\_\_ Year \_\_\_\_\_

Record of Hours Worked (Report time to nearest 15 minutes)

	Date	Time Started	Lunch Break	Time Finished	Total Daily Hours	For office use only
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
<b>Total Weekly Hours</b>						

Do not include your lunch time in hours worked

Do not show hours for Stat unless you have worked that day – they will be calculated at the office

- ▶ This form must be filled out and signed on the last day of each work week
- ▶ Must be approved by supervisor (signature) and faxed to Platinum each Friday (or Saturday)
- ▶ Make and keep a copy and leave the original with the Employer

**Platinum Personnel adheres to the Provincial and Territorial Employment Standards Act**