

PLATINUM PERSONNEL

#202 – 1475 Ellis Street, Kelowna, BC V1Y 2A3

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Fax: (250) 979-7475

enquiries@platinumpersonnel.ca

◆ Temporary Assignment Timesheet ◆

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Company Name	Report To
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Address

Client's approval of Timesheet (signature)

Temporary Employee _____ (print name)	Employee's signature _____
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<input type="checkbox"/> Assignment Continuing	<input type="checkbox"/> Assignment Completed	<input type="checkbox"/> Employee Hired
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Month _____ Year _____	Record of Hours Worked (Report time to nearest 15 minutes)
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	Date	Time Started	Lunch Break	Time Finished	Total Daily Hours	For office use only
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

Total Weekly Hours	
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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

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- ▶ *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