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#202 – 1475 Ellis Street  
Kelowna B.C. V1Y 2A3  
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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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## 2018 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, 2018 (Monday)
- BC Family Day- February 12, 2018 (Monday)
- Good Friday – Apr 6, 2018 (Monday)
- Victoria Day – May 21, 2018 (Monday)
- Canada Day – July 1, 2018 (Sunday)
- BC Day – August 6, 2018 (Monday)
- Labour Day – September 3, 2018 (Monday)
- Thanksgiving- October 08, 2018 (Monday)
- Remembrance Day – November 11, 2018 (Sunday)
- Christmas Day – December 25, 2017 (Tuesday)

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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## 2018 Payroll Calendar

January						
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			

February						
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			

March						
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						
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						
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						
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						
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						
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						
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						
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						
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						
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					



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◆ Temporary Assignment Timesheet ◆

Company Name:	Report To:
Address:	Client's Approval Signature:
Temporary Employee:	Employee Signature:

Assignment Continuing

Assignment Completed

Employee Hired

Month:

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

	Date	Time Started	Lunch Break	Time Finished	Total Daily Hours	office use only
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

Total Weekly Hours

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 by your supervisor on the last day of each work week (Friday or Saturday) and sent to our office for processing
- ▶ Retain a copy of your weekly timesheet for your records.
- ▶ Timesheets received after 12:00 PM Monday will not be processed until the following week.

Platinum Personnel adheres to the Provincial and Territorial Employment Standards Act