



#202 - 1475 Ellis Street, Kelowna, BC V1Y 2A3
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 enquiries@platinumpersonnel.ca

| ◆ Temporary Assignment Timesheet ◆ | | | | | | |
|--|-----------|--|------------------------------|---|-------------------|-----------------|
| Company Name: | | | Report To: | | | |
| Address: | | | Client's Approval Signature: | | | |
| Temporary Employee: | | | Employee Signature: | | | |
| <input type="checkbox"/> Assignment Continuing | | <input type="checkbox"/> Assignment Completed | | <input type="checkbox"/> 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 | | | | | | |
| <ul style="list-style-type: none"> ▶ 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 | | | | | | |