

PLATINUM PERSONNEL

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

Telephone: (250) 979-7200

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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

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