

PLATINUM PERSONNEL

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

Telephone: (250) 979-7200

Fax: (250) 979-7475

enquiries@platinumpersonnel.ca

◆ Temporary Assignment Timesheet ◆

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|---------------------|------------------|
| Company Name | Report To |
|---------------------|------------------|

| |
|----------------|
| Address |
|----------------|

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|---|
| Client's approval of Timesheet (signature) |
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|---|-------------------------------|
| Temporary Employee _____ (print name) | _____ Employee's signature |
|---|-------------------------------|

| | | |
|---|--|--|
| <input type="checkbox"/> Assignment Continuing | <input type="checkbox"/> Assignment Completed | <input type="checkbox"/> 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 | | | | | | |

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|---------------------------|
| 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