



#202 - 1475 Ellis Street, Kelowna, BC V1Y 2A3
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◆ 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						