



#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:	Year:	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						
<b>Total Weekly Hours</b>						
<b>Do not include your lunch time in hours worked</b>						
<b>Do not show hours for Stat unless you have worked that day – they will be calculated at the office</b>						
<ul style="list-style-type: none"> <li>▶ 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</li> <li>▶ Retain a copy of your weekly timesheet for your records.</li> <li>▶ Timesheets received after 12:00 PM Monday will not be processed until the following week.</li> </ul>						
<b>Platinum Personnel adheres to the Provincial and Territorial Employment Standards Act</b>						