



#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:  | 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>▶ <i>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</i></li> <li>▶ <i>Retain a copy of your weekly timesheet for your records.</i></li> <li>▶ <i>Timesheets received after 12:00 PM Monday will not be processed until the following week.</i></li> </ul> |       |  |                              |   |                   |                 |
| <b>Platinum Personnel adheres to the Provincial and Territorial Employment Standards Act</b>  |       |  |                              |   |                   |                 |