



# Weekly Time Sheet

For Internal Use Only

Invoice # T  
Invoice Contact:

#305 - 1250 Homer Street  
Vancouver, BC V6B 1C6  
T 604.662.8920  
F 604.662.8927  
[jobs@peoplebuzz.com](mailto:jobs@peoplebuzz.com)

**Assignment:**

Finished:  Continuing:

**Timesheets must be submitted no later than Friday at 12:00pm (noon) of each week.**

Employee Name \_\_\_\_\_

Company Name \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Department \_\_\_\_\_

Date	Start Time	End Time	Meal Break	Hours Worked (less break)	Over Time Hours
<i>Rounded to the nearest quarter hour</i>			<b>Total Hours</b>		

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Authorization Name:** (Please Print) \_\_\_\_\_

**Date:** \_\_\_\_\_

**Authorization Signature:** \_\_\_\_\_

Client/Supervisor authorization on this timesheet certifies the employee has completed the hours of work stated above and client agrees to pay the invoiced amount generated by this timesheet. The Client further agrees to the terms stated herein.

**IMPORTANT INFORMATION**

- ALL HOURS AND OVERTIME WILL BE PAID ACCORDING TO PROVINCIAL LABOUR LAWS.
- An employee who reports for work and is sent home must be paid for a minimum of two hours.
- If an employee is scheduled for more than eight hours reports for work, and is sent home, they must be paid for a minimum of four hours.
- An employee is entitled to a 30 minute unpaid meal break after working 5 (five) hours in a row.
- Overtime is payable after eight hours in a day or if the employee works more than an average 40 hours in a week.
- McNeill Nakamoto assumes no responsibility for damages or other remedies for any acts, errors or omissions of McNeill Nakamoto's temporary staff as these temporary staff are assigned under the care and supervision of the client for the duration of the assignment.
- Our guarantee: if we are advised of unsatisfactory performance within 4 hours on the first day of work, we will cancel charges related to the applicant, and a replacement will be supplied immediately.
- Temporary staff members are responsible for submitting timesheets, as payment is dependent on timely & complete submission.
- First payment is due on the 10<sup>th</sup> calendar day from the temporary employee's start date and subsequent payments every two weeks thereafter. We reserve the right to withdraw the employee if these terms are not met.
- Candidates referred by McNeill Nakamoto remain our candidates for 6 months from the end of their temporary assignment. If hired for your firm or by any other firm referred to by you during this time, a recruitment fee is due.
- S.A Temporary Services assumes no responsibility if our employees handle cash, securities or other valuables without prior written consent.

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creating environments where *people buzz*

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