



#305 – 1250 Homer Street
 Vancouver, BC V6B 1C6
 Tel: (604) 662 8967
 Fax: (604) 662 8927
 Email: jobs@mcnak.com

Assignment:

- Continuing:
- Finished:

Weekly Timesheet

Timesheets must be submitted no later than Friday at 12.00pm (noon) of each week, by fax to (604) 662 8927 or email at jobs@mcnak.com. It is your responsibility to ensure McNeill Nakamoto receives your timesheet.

Employee Name

Company Name

Date	Start Time	End Time	Meal Break (length)	Reg Hours Worked (less lunch)	Overtime Hours*
*Overtime must be authorized by your supervisor			Total Hours		

Employee Signature:

Date:

I certify that I have worked the hours noted on this timesheet.

Authorization Name: (Please Print)

Authorization Signature:

Date:

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

IMPORTANT INFORMATION FOR CANDIDATES

- ALL HOURS AND OVERTIME WILL BE PAID ACCORDING TO PROVINCIAL LABOUR LAWS.
- **Meal Breaks** – An employee is entitled to a 30-minute unpaid meal break after working five consecutive hours. Coffee or other breaks must be discussed directly with the client.
- **Overtime** – Overtime is payable after eight hours in a day or if the employee works more than an average 40 hours in a week. Overtime hours must be authorized by your supervisor.
- **Timesheets** – Temporary staff members are responsible for submitting timesheets, as payment is dependent on timely & complete submission.
- **Personal Details** – Please inform McNeil Nakamoto of any change in your address or banking details. We are not responsible for changes made without notice.
- **Hiring Policy** – If candidates are offered a permanent position by a client, the employment offer must be conducted through McNeill Nakamoto.
- **Statutory Holiday Pay** - An employee is entitled to Statutory Holiday pay once they have been employed by McNeill Nakamoto for at least 30 calendar days, and have worked for at least 15 of the 30 calendar days preceding the statutory holiday. (BC Employment Standards Act)
- **Sick or Late?** – Please call Bradley (ext. 103) or David (ext. 105) if you are unable to work due to illness, or if you are running late for work.

WOW. FUN. PEOPLE.

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