

**WEEKLY TIME SHEET**

**Draw line through days NOT worked**



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**Email:**

[reception@huntpersonnel.ab.ca](mailto:reception@huntpersonnel.ab.ca)

**At close of business Friday please!**

Day	Date (mo/da/yr)	Start	Finish	Deduct Lunch	Hours	
					Regular	O/T**
Sun						
Mon						
Tues						
Wed						
Thurs						
Fri						
Sat						
Week ending Saturday		Mo.	Day	Year	<b>Total:</b>	
						Report time each day to nearest quarter hour (e.g. .25, .50, .75)

**\*\*Note: All overtime must be approved and initialed by supervisor.**

<b>Employee Name</b>	
<b>Client Name</b>	
<b>Address</b>	
<b>Report to</b>	
<b>Department</b>	<b>Phone</b>

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Supervisor Name (Print)**

\_\_\_\_\_  
**Department**

**Check Position Status:**  
 \_\_\_ Continuing      \_\_\_ Completed

I certify that I have worked the hours noted on this timesheet and that the length of this position cannot be guaranteed.

\_\_\_\_\_  
 Employee Signature

**Temporary Staff:**

1. Please enter the hours you work on this time sheet as your assignment progresses.
2. The time sheet must be signed by your supervisor at the end of the week or the end of the assignment whichever comes first.
3. Please leave a copy of the time sheet with your assignment supervisor.
4. New timesheets must be completed for each week, OR for each new assignment within a week.

**Clients:**

1. Should a Temporarily Yours temporary employee be hired within 12 months of the end of an assignment, the current Hunt Personnel fee schedule and guarantee will apply. A discount of 1% per day of temp worked by the employee on this assignment will be deducted from both the fee calculated and the guarantee.
2. Temporarily Yours employee's are not authorized to render a professional opinion on any financial statement. Temporarily Yours employees are not authorized to sign their name or the Temporarily Yours name on any financial statement or tax return while on assignment to a Temporarily Yours client.
3. Temporarily Yours assumes no responsibility if an employee handles cash, securities or other valuables without prior written permission from Temporarily Yours.
4. Overtime hours shall be billed at time and a half.
5. In accordance with Alberta Employment Standards, if Temporarily Yours is unable to cancel a booking in time to prevent our temporary staff from arriving at your premises, a 3 hour charge will be incurred. If the temporary employee commences work, a minimum charge of 4 hours is required.

**Please download your next copy of this timesheet from our website. [www.hunt.ca](http://www.hunt.ca)**