



Hunt Personnel Temporarily Yours

TEMPORARILY YOURS

760 - 789 West Pender Street, Vancouver, BC V6C 1H2
Tel 604.689.8558 / Fax 604.688.1536 / www.hunt.ca

TIME SHEET

EMPLOYEE NAME	
COMPANY NAME	
ADDRESS	
DEPARTMENT	PHONE
SUPERVISOR'S NAME	

Please fill out one timesheet for each assignment. The deadline for receiving your timesheet is **Monday by Noon.**, following the week you have worked.

WEEK ENDING DATE: Month _____/Day _____/Year _____

Day	Date	Start Time	End Time	Lunch Break	Net Hours
Sunday					
Monday					
Tuesday					
Wed					
Thursday					
Friday					
Saturday					

TOTAL HOURS: _____

(Excluding lunch breaks)

SUPERVISOR'S SIGNATURE:

EMPLOYEE'S SIGNATURE:

TERMS AND CONDITIONS:

- The hourly rate invoiced to the client includes wages plus allowances for all applicable statutory charges including C.P.P., E.I., W.C.B., vacation pay and statutory holiday pay. Temporarily Yours reserves the right to change our hourly rates to reflect increases in any statutory payroll charges.
- Overtime will be applied to the pay rate and the bill rate where applicable.
- Labour Standards requires Temporarily Yours to bill and pay an employee over an 8 hour work day, or a 40 hour work week, at time and a half. Double time will apply after 12 hours of work a day.
- In accordance with BC Employment Standards, if Temporarily Yours is unable to cancel a booking in time to prevent our temporary staff from arriving at your premises, a 2 hour charge will be incurred. If the temporary employee commences work but works less than 2 hours, the minimum 2 hour will be incurred.
- Guarantee: If Temporarily Yours is advised of unsatisfactory work within 4 hours of the commencement of the assignment, a replacement will be made and charges for these 4 hours will be cancelled.
- In the event that a client terminates the assignment and, in doing so, causes Temporarily Yours to be liable under law to provide the temporary employee with notice of termination or severance pay, the client will provide Temporarily Yours with sufficient notice and/or consideration to allow Temporarily Yours to comply with such law.
- Temporarily Yours endeavours to maintain in our temporary staff high standards of integrity and reliability and to also provide staff in accordance with client requirements. Temporarily Yours assumes no responsibility for any loss, expense, damage or delay arising directly or indirectly as a result of any failure to provide staff for all or part of the period of assignment or as a result of the misconduct or negligence of the staff provided.
- All Temporarily Yours employees are assigned under the care, control and supervision of the client and the client is responsible for all acts, errors and omissions of Temporarily Yours employees for the duration of the assignment.
- The client will not entrust any Temporarily Yours employee with cash, negotiable instruments or other valuable property without prior written consent from Temporarily Yours. Without prior written consent, the client accepts full responsibility for any loss or liability caused or incurred by a Temporarily Yours employee while handling cash, negotiable instruments or other valuable property.
- Prior to authorizing any Temporarily Yours employee to operate any motor vehicle, automotive or truck equipment, a client must sign a client driver's release form supplied by the Temporarily Yours office. The client agrees to accept full responsibility for any and all bodily injury, physical loss, property damage or liability caused or incurred by a Temporarily Yours employee while operating any of the aforementioned vehicles or equipment during the course of the assignment, except for claims covered under Workers' Compensation.
- Temporarily Yours will not consider any claims unless such claims are reported in writing to Temporarily Yours within ten (10) working days of the discovery of the alleged wrongful act.
- The client company agrees to pay all charges incurred for temporary help. Invoices are due and payable upon receipt. Terms: net 21 days. A service charge of 1.5% per month (19.56% annually) will be applied to the unpaid balance.
- Should our temporary employee be hired on a permanent basis, the current Hunt Personnel placement fees will apply.

**Thank you for using our services.
Temporarily Yours and Hunt Personnel**
Divisions of Risa Personnel Services Ltd.