

destination neTemp **Timesheet**

A Division of Destinationone Consulting Group

All timesheets **MUST** be emailed to payroll@destinationonetemp.com no later than 12:00 AM (Midnight) each Sunday, to be paid the following Monday. Failure to do so may result in a one-week delay of your pay. If for any reason you are unable to send your timesheet before the deadline, please notify us at (604) 547-3171

Suite 200 – 7404 King George Blvd
 Surrey, BC, V3W 1N6
 Email: payroll@destinationonetemp.com
 Tel: (604) 547-3171

Employee Name: _____

Client Name: _____

Report To: _____

Date: _____

	Month/Date	Time In	Time Out	Lunch Break	Reg Hours (less lunch)	OT Hours
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Has this assignment ended? Yes <input type="checkbox"/> No <input type="checkbox"/>					TOTAL HOURS	

Client Authorization

I certify that the above Contract employee worked the hours listed on this timesheet and agree to the Terms and Conditions set forth below under **IMPORTANT INFORMATION**.

Employee Signature: _____

Client Name: _____

Client Signature: _____

Client Direct Line: _____

IMPORTANT INFORMATION

MINIMUM HOURS AND OVERTIME WILL BE PAID ACCORDING TO PROVINCIAL LABOUR LAWS.

- MINIMUM DAILY PAY** - An employee who starts work must be paid for at least 2 hours, even if the employee works less than 2 hours.
- OVERTIME** - An employee who works more than 8 hours in a day or 40 hours in a week must be paid overtime.
- MEAL BREAKS** - After working at least 5 hours in a row, an employee is entitled to a half-hour, unpaid meal break.
- GUARANTEE** - If Destinationone is advised of unsatisfactory work within 4 hours on the first day, a replacement will be supplied immediately and charges for the 4 hours will be cancelled.