

INDIVIDUAL EMPLOYEE TIMESHEET
 115-3855 Henning Drive, Burnaby BC V5C 6N3– 778-398-1111



Assignment Employee's name (please print)	Assignment Employee's signature	Week ending date (Sunday's date)
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DATE	START TIME	FINISH TIME	LESS LUNCH	TOTAL DAILY	Supervisor INITIAL
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					
TOTAL Weekly					

INSTRUCTIONS FOR SUBMITTING YOUR TIMESHEET

1. Make sure all your hours are correctly entered in the correct rows.
2. You must enter 0.5-hour unpaid break in "Less lunch" column for every shift over 5 hours.
3. Get the **SUPERVISOR'S SIGNATURE** in the client authorization section.
4. **TAKE A PICTURE** of your timesheet with your phone.
5. **EMAIL** the picture to timesheet@truenorthlabour.com

Timesheet deadline is 5 PM following Monday

CLIENT AUTHORIZATION

Supervisor's name	Company name	
Authorized signature	Site location / PO#	Date signed

Notes: _____

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Client Authorization & Terms and Conditions

CLIENT AGREEMENT

The individual signing this time sheet is an authorized representative of the client company and is hereby unconditionally accepting the following terms and conditions.

1. The client's responsibility to supervise all activities of True North Labour Inc. assignment employees while they are at the client's place of business.
2. The client will not authorize True North Labour Inc. assignment employees to operate any machinery, lift trucks or motor vehicles without prior written consent.
3. The client will completely insure all the client's buildings, machinery, and/or vehicles (whether leased or owned) with public liability, property damage, collision, fire and theft coverage and that True North Labour Inc. assignment employee shall have the full benefit and protection of such insurance.
4. True North Labour Inc. will not be responsible for and does not cover by insurance any damage to property, bodily injury, fire, theft, collision or public liability damage claims resulting from a True North Labour Inc. assignment employee operating any of its client's motor vehicles.
5. The client will not entrust True North Labour Inc. assignment employees with the handling of cash, negotiable, or other valuables without prior written permission from True North Labour Inc.
6. In the event that an True North Labour Inc. assignment employee becomes ill or is injured at the client's place of business, the client is responsible to arrange transportation to the nearest hospital or medical facility. The client will also notify True North Labour Inc.
7. If the client hires a True North Labour Inc. assignment employee, there will be a temporary to permanent placement or release fee based on the current True North Labour Inc. fee schedule and in accordance to Bill 139.
8. The client's or its employee's signature constitutes full agreement of hours worked including overtime, and that the work was completed in a satisfactory manner.
9. The client and its subsidiaries will honour all fees, terms and conditions agreed in writing or verbally by the client, its subsidiaries, or employees. True North Labour Inc. will document all communications related to fees, terms, and conditions.
10. Invoices will be issued weekly. All invoices will be paid upon receipt. True North Labour Inc. may charge interest to all overdue accounts at the rate of 2% per month.

ASSIGNMENT EMPLOYEE'S AGREEMENT

The assignment employee identified on this time sheet is hereby unconditionally accepting the following terms and conditions.

1. The hours submitted for payment are valid and correct.
2. The assignment employee will not borrow any money from the client and will be responsible for all delinquent debts incurred in the assignment employee's name.
3. Time sheets must be signed by the client's representative. Unsigned time sheets will not be accepted. In order to receive a pay cheque, a signed time sheet must be received by True North Labour Inc.
4. The assignment employee will notify True North Labour Inc. of any reason why he/she cannot report to an assignment, including lateness, sickness, injury, book-off or leave of absence.
6. The assignment employee will contact True North Labour Inc. once his/her work assignment is complete.

CLIENT APPROVAL

The total hours indicated were performed satisfactorily by the True North Labour Inc. assignment employee stated on this timesheet. I understand that there is a fee payable for hiring any of the people listed above. I have read and I agree to the terms of the client agreement.

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