

2018 TIME SHEET

Client: _____

Employee's Name: _____

Time Sheet Period: _____

Date	WORK DAY			# Hours Worked		Supervisor to initial paid lunch and/or Overtime.		For Office Use Only	
	Start Time (i.e. 8:00)	Lunch/Break (i.e. 12:00-12:30)	Finish Time (i.e. 4:00)	Regular Time	Overtime	Worked Lunch	Overtime	Regular Time	Overtime
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Total Hours:									

-) 4 Hour minimum applies
-) Overtime paid in excess of 8 hours per day or 40 hours per week. Overtime hours and worked lunch must be authorized (initialed) by the supervisor prior to submitting the timesheet.
-) Should our employee be hired in a full-time permanent position, a placement fee will apply per our client agreement.
-) Upon signature I agree to submit my time sheet by the agreed upon date and time on the 2018 Time Sheet and Payroll Schedule. If I submit my time sheet after 12 PM on the due date I understand there may be a delay in pay.

Employee's Signature: _____

Supervisor's Signature (Print Name Below): _____

Please remit signed timesheets to administration@excel.bc.ca or fax to 250-374-3854. If you choose to send your time sheet by fax it is your responsibility to ensure we receive it. Please call our office to confirm receipt.

Timesheets are required:

-) **Every Friday**
-) **AND on the 15th AND last day of the month**
-) **Please see the Time Sheet and Payroll Schedule for submission due dates**