

## TIMESHEET

**Associate Name:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_

|  | Date | Start Time | End Time | Lunch Break | Hours Worked<br>(less lunch) | Over-time Hours* |
|--|------|------------|----------|-------------|------------------------------|------------------|
| <b>Sunday</b>  |      |            |          |             |                              |                  |
| <b>Monday</b>  |      |            |          |             |                              |                  |
| <b>Tuesday</b>   |      |            |          |             |                              |                  |
| <b>Wednesday</b>   |      |            |          |             |                              |                  |
| <b>Thursday</b>  |      |            |          |             |                              |                  |
| <b>Friday</b>  |      |            |          |             |                              |                  |
| <b>Saturday</b>  |      |            |          |             |                              |                  |
| <b>*Overtime must be authorized. Please contact your consultant before working overtime.</b> |      |            |          |             | <b>Total Hours</b>           |                  |

**PAYROLL NOTES):** \_\_\_\_\_  
 (e.g. address changes)

**NOTE:** Please fill out one timesheet per assignment. Deadline for receiving your weekly timesheets is **MONDAY 12 NOON** following the week you have worked. Timesheets received after the deadline will be processed the following week. Please email your timesheet to [Reception@miles.ca](mailto:Reception@miles.ca) or fax timesheet to **604 998 2269** and call 604-694-2500 for confirmation of receipt.

**Associate Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### CLIENT AUTHORIZATION

I hereby certify on behalf of my company, that the named Miles Employment Group Ltd. Temporary Associate worked the hours listed on this timesheet and agree to the terms and conditions set forth, as per the British Columbia Provincial and Canadian Federal Employment and Labour laws, WorkSafe BC, and general conditions of Miles Employment Group Ltd.

**Minimum Daily Pay** - An employee who reports for work must be paid for at least two hours, even if the employee works less than two hours.

**Meal Breaks** - An employee must not work more than five hours in a row without a 30-minute unpaid meal break. An employee who is required to work or be available for work during a meal break must be paid for the meal break.

**Overtime** - Daily overtime pay is time-and-a-half after eight hours worked in a day and double-time for all hours worked in excess of 12 hours worked in a day.

**Guarantee** - All charges will be cancelled and a replacement will be given if Miles Employment Group Ltd. is advised of an Associate's unsatisfactory work performance within 4 hours on the first day of work.

**Hiring Policy** - If you are interested in hiring our Temporary Associate onto any permanent role in your company or any company you refer our candidate to, Miles Employment Group's permanent recruitment fees will apply. Please contact The Miles Employment Group Ltd. for further details at **604-694-2500** or [www.miles.ca](http://www.miles.ca).

**Cash Handling** - Miles Employment Group Ltd. assumes no responsibility if our Associates handle cash, securities, negotiable instruments or other valuable property.

**Acts, Errors & Omissions** - All Miles Employment Group Ltd. Associates are assigned under the care, control and supervision of the client and the client is responsible for all acts, errors and omissions arising out of its employment, supervision, or control of Miles Employment Group Ltd. Associates for the duration of the assignment. Miles Employment Group Ltd. assumes no responsibility for damages or other remedies for any acts, errors, or omissions of Miles Employment Group Ltd. Associates.

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_