



20 Adelaide St. East, Suite 800  
 Toronto, Ontario M5C 2T6  
 Tel (416) 368-6446 Fax: (416) 368-6463

**Timesheets Must Reach Out Office No Later Than 12:00PM Monday  
 For Processing Of Pay By Monday**

Please Print Company Name & Address

ABC Group **A**  
 20 Adelaide St. East, Suite 800  
 Toronto, ON M5C 2T6

Employee Last Name: **B**

Initials: **C**

Week Ending: **D**

Overtime Paid At Time And a Half with Supervisors Intiials  **E**

**F** \_\_\_\_\_  
 Clients Signature

\_\_\_\_\_  
 Employee's Signature **G**

**Cheques** Hold   
 Mail   
 Direct Deposit

**H**

Type	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Regular (Excluding Lunch)									
OVERTIME									

**A** Insert Company & Address

**B** First & Last Name

**C** Middle Initial

**D** Week Ending Date: *Our week end is always on Saturday*

**E** Supervisor Must Initial if there are overtime hours

**F** Employee & Client Signature: Must be signed in order for pay to be processed

**G** If you do not have direct deposit, please check to see if you would like to have check mailed or held for pick up

**H** For each day, please write the number of hours you work (excluding lunch). For each day missed, put a blank line through that block. Then total hours at the end.

## HELPFUL HINTS

- ✓ Ensure you have a timesheet when you report for work. Fill in the company name, address and person you report to on the timesheet. Please ensure that all information is accurate and legible
- ✓ Record your hours worked each day. The client signs your timesheet at the end of each week, or at the end of the assignment if it is shorter than one week.
- ✓ Return your timesheet to our office or via email/fax

**PLEASE NOTE THAT WITHOUT THE CLIENT SIGNATURE  
WE CANNOT PAY YOU**

- ✓ Keep the employee copy of your timesheet for your records.
- ✓ Temporary employees' wages can be paid by Direct Deposit. For this method of payment, we will require a voided cheque with your current personal information.
- ✓ Please keep us informed of any address change (even if you are no longer working for us) so we can forward your T4 to the correct address at year-end.

## SALARY AND BENEFITS

### **WORKERS COMPENSATION**

You are insured by us through Workers' Compensation board in case of injury sustained on the job. If any injury occurs, it must be reported to your Consultant immediately.

### **UNEMPLOYMENT INSURANCE**

We contribute the employer's portion of the UIC premiums

### **CANADA/QUEBEC PENSION PLAN**

We pay into Canada or Quebec Pension Plan an amount equal to 100% of the amount deducted from your salary

### **HOLIDAY PAY**

Vacation pay will be included on your weekly pay at a rate of 4% of your earnings.

### **STATUTORY HOLIDAYS**

Statutory holiday pay is paid according to the Employment Standards Act.

- New Years Day – January 1<sup>st</sup>
- Family Day – Third Monday in February
- Good Friday – Friday before Easter Sunday
- Victoria Day – Monday before May 25<sup>th</sup>
- Canada Day – July 1<sup>st</sup>
- Labour Day – First Monday in September
- Thanksgiving Day – Second Monday in October
- Christmas Day – December 25<sup>th</sup>
- Boxing Day – December 26<sup>th</sup>