



THE POLLACK GROUP / LE GROUPE POLLACK

Pollack Staffing Permanent/Temporary Placement Services
Administrative Services, Informatics, Executive Search
225 Metcalfe Street, Suite 702, Ottawa, ON, K2P 1P9

Tel.: 613.238.2233
Fax: 613.238.4407
info@pollackgroup.com

TIME SHEET / FEUILLE DE TEMPS

Week Ending / Semaine se terminant le : _____

Assignment Continuing: Yes No

Day	Date (mm/dd)	Time Started	Time Finished	Lunch	Total Hours Worked
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
					* Overtime Hours
					Total Hours Worked

* Overtime paid after 44 hours in Ontario
* Overtime paid after 40 hours in Quebec

EMPLOYEE / EMPLOYÉ(E)

Last Name/ Nom de famille
First Name/ Prénom
Work Tel. No. / N° de tél. au travail
Signature

CLIENT / CLIENT(E)

Name	Tel. No. / N° de Tél.
Company or Department/ Compagnie ou Ministère	
The client hereby certifies that the hours are correct and accepts to be invoiced for the total hours. / Le client certifie que les heures indiquées sont exactes et accepte d'être facturé pour ces heures.	
Signature	

TEMPORARY PERSONNEL TERMS AND CONDITIONS:

- At the end of each week, temp help must complete: the hours worked for each day (excluding lunch hours), the total hours worked for the week and obtain a signature from their assigned supervisor. Daily time is calculated by hours and minutes to the nearest quarter hour.
- The Pollack Group shall pay temp help wages calculated at an hourly rate. Wages shall be paid weekly in arrears and shall be subject to deductions (unemployment insurance, CPP, income tax plus any other deductions required by law).
- Notify The Pollack Group in advance and/or immediately if for any reason temporary/contract personnel cannot report to an assignment, cannot arrive on time, or requires time off
- Take all reasonable steps to safeguard his/her own safety and the safety of any other person who may be affected by his/her actions at work.
- Comply with all reasonable instructions and requests within the scope of the agreed services made by The Pollack Group.
- Notify The Pollack Group of permanent or longer term position offered to the temp by the client.

CLIENT TERMS AND CONDITIONS

Client signature is acknowledgement of:

- The exact hours worked by The Pollack Group temp constitutes Pollack's authorization to invoice for those hours in total, as approved, including overtime hours in accordance with the law and/or specific conditions pertaining to the assignment/contract.
- Should you wish to hire our candidate on a permanent basis, please contact The Pollack Group as under certain circumstances, fees may apply.

*** PLEASE SEND US YOUR TIME SHEET NO LATER THAN MONDAY AT NOON ***