



TORONTO
 FAX: 416-340-7744 • TEL: 416-343-9105

MISSISSAUGA
 FAX: 416-343-5182 • TEL: 905-890-0093 EXT. 105

MARKHAM
 FAX: 416-343-5182 • TEL: 905-470-3111

LONDON
 FAX: 519-672-0914 • TEL: 519-672-6888

OTTAWA
 FAX: 613-234-7365 • TEL: 613-234-8118

CALGARY
 FAX: 403-777-9000 • TEL: 403-777-9007

WINNIPEG
 FAX: 204-772-5747 • TEL: 204-772-5040 EXT. 231

HALIFAX
 FAX: 902-442-3956 • TEL: 902-442-3955

MONTREAL
 FAX: 514-875-2232 • TEL: 514-875-2122

MONTH	DAY	YEAR
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WEEK ENDING (SATURDAY)

PLEASE PRINT CLEARLY TIMESHEET MUST BE SUBMITTED BY MONDAY 12:00 P.M.

PLEASE INFORM YOUR BRANCH IF YOU WANT TO CHANGE YOUR CHEQUE DESTINATION. (I.E. DIRECT DEPOSIT, PICK-UP, MAIL)

EMPLOYEE

LAST NAME: _____

FIRST NAME: _____

EMPLOYEE CERTIFIES THAT THIS FORM IS TRUE AND ACCURATE:	
EMPLOYEE SIGNATURE	SOCIAL INSURANCE NO.

CLIENT

COMPANY NAME: _____

DEPARTMENT: _____

Cross out any days not worked by employee. Signing approval includes verification of hours worked, acceptance of conditions on reverse and agreement to the use of a fax copy or photocopy as proof of signed approval. Please note that if an employee is called in for a full shift and it is cancelled or shortened, you will be invoiced for the minimum of 3 hours and the employee will be paid for 3 hours.

CLIENT'S SIGNATURE: _____

PLEASE PRINT NAME: _____

	TIME IN	TIME OUT	TOTAL LUNCH/BREAK TIME	TOTAL HOURS EXCLUDING LUNCH/BREAKS
SUN				
MON				
TUE				
WED				
THUR				
FRI				
SAT				
WHITE: THE PEOPLE BANK YELLOW: EMPLOYEE PINK: CLIENT	TOTAL HOURS			

***** IMPORTANT *****

Please ensure that you fax your timesheet to the appropriate branch, and that you call the appropriate confirmation number to follow up

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It is hereby certified that the hours are correct and that the work was performed in a satisfactory manner. It is understood that the client will not authorize The People Bank employees to operate machinery, automotive or truck equipment without prior written consent from The People Bank. It is agreed that insurance furnished by The People Bank does not cover physical loss or damage caused by the operation of the client's vehicles, automobiles or trucks by The People Bank employees unless first agreed to in writing with The People Bank. It is agreed that the client shall accept full responsibility for bodily injury, property damage, fire, theft, collision or public liability damage claims, any of which may be caused as a result of an accident taking place while an employee of The People Bank is driving the client's vehicle, whether owned or rented. It is understood that the client will not entrust The People Bank employees with the handling of cash, negotiables or other valuables without written permission from The People Bank and then only when an employee's specific duties necessitate such activity. It is understood that under no circumstances will The People Bank be responsible for claims made under The People Bank's fidelity bond unless such claims are reported in writing to The People Bank by the client within 30 days after occurrence.

It is agreed that The People Bank is both a licensed employment agency and temporary help service. It is also agreed that any applicant or employee of The People Bank who has been introduced to the client for any reason, including temporary help assignments, is a potential candidate for direct employment with the client and in the event that any form of direct employment occurs within 12 months of the last date of the temporary assignment or introduction, the client agrees to pay The People Bank a fee for placement services. Direct employment is defined as any work relationship including permanent employment, temporary employment, contract employment, part-time employment or a fee for services arrangement with any division, subsidiary or affiliate company of the client. Fees are payable regardless of the process of which the hiring occurs including but not limited to subsequent referrals from a competitive service or the incumbent's direct application for employment. Fees are calculated as a percentage equal to the number of thousands of dollars in the annual salary multiplied by the annual salary. When the incumbent's earnings are calculated on an hourly or weekly basis, the fee will be calculated by using a prorated salary amount using 2,000 hours or 52 weeks respectively. Annual term contracts, business volume agreements and master agreements between the client and The People Bank are available to preferred clients which may reflect policies that supersede these terms. All such contracts must be in writing and be dated prior to any offer of employment made to a respective candidate.