



# WEEKLY TIMESHEET

## HR Vision

760 Brant Str, Unit 416A  
Burlington, Ontario  
L7R 4B8

Phone: (905) 632-8152

Fax: (905) 632-8548

Employee Name: \_\_\_\_\_ Company: \_\_\_\_\_

SIN #: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Week Ending: \_\_\_\_\_ Assignment Complete?: Yes \_\_\_\_\_ No: \_\_\_\_\_

Day	Date	Start/End Time	Lunch Break	Regular Hours	Overtime Hours	Total Hours
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
<b>WEEKLY TOTALS</b>						

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please indicate how you would like to receive your paycheque: Mail \_\_\_\_\_ OR Pick-up \_\_\_\_\_  
Your cheque will be automatically mailed if it is not indicated above.

- Please note that 4% vacation pay is not included in the hourly pay rate to the employee.
- Your signature authorizes HR Vision to pay our employee and invoice your company for the exact hours and minutes indicated.
- The client agrees that all hours worked by an employee as overtime, by law, will be paid at one and one half times the hourly rate and invoiced accordingly.
- Minimum 4 hour charge per employee per day.
- A placement fee is chargeable should you hire an HR Vision candidate within a period of 18 months from the date the candidate was presented.