

TIME SHEET / FEUILLE DE PRÉSENCE

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SEND BY **FRIDAY 3PM**
 ENVOYER AVANT **VENDREDI 15H**



200, Montcalm Street, Suite 420, Gatineau, J8Y 3B5

TELEPHONE: (613) 236-9689
FAX: (819) 778-1337

Employee/Employé(e)	
LAST NAME / NOM DE FAMILLE	
FIRST NAME / PRÉNOM	
Work Phone # N° de téléphone au travail	
<i>Employee certifies that the information on this form is true and accurate: L'employé(e) certifie que l'information sur cette feuille est vraie et précise:</i>	
Signature:	

TOTAL DAILY TIME
 TEMPS TOTAL PAR JOUR
 (EXCL. LUNCH/DÎNER)

DATE (MMM/DD) (MMM/JJ)	DAY JOUR	START TIME ENTRÉE	END TIME DÉPART	LUNCH/BREAK DÎNER/PAUSE	HOURS HEURES	MINUTES
	MONDAY LUNDI					
	TUESDAY MARDI					
	WEDNESDAY MERCREDI					
	THURSDAY JEUDI					
	FRIDAY VENDREDI					
	SATURDAY SAMEDI					
	SUNDAY DIMANCHE					

CLIENT
Name :Company or Department / Compagnie ou ministère
Client's address / Adresse du client
<i>The client hereby certify that the hours are correct and accepts to be invoiced for the total approved hours. /Le client certifie que les heures indiquées sont exactes et accepte d'être facturé pour ces heures.</i>
Signature (client):

YES/OUI NO/NON

Assignment continuing Affectation maintenue		
Requesting 4% Remettre 4%		

TOTAL HOURS
HEURES TOTALES

Overtime: paid after 44 hours (Ont) or after 40 hours (Qc)
 Temps supplémentaire: payé après 44 hrs (Ont.) ou 40 hrs (Qc)

CLIENT'S TERMS AND CONDITIONS

It is hereby certified that the hours approved are correct and that the work was performed in a satisfactory manner. Overtime hours will be paid and invoiced after 44 hours in Ontario and after 40 hours in Quebec, according to their respective Employment Standard Acts.

Any candidate that has been introduced to the Client via resume submission, a scheduled interview or temporary placement by Barbara Personnel remains a referral of Barbara Personnel for a period of 12 months. In the event that any form of direct employment, including the incumbent's direct application for employment occurs in that period with any division, subsidiary or affiliated company or Client, the Client agrees to pay Barbara Personnel a placement fee.

The Client has the responsibility to adequately train the individual in the specific work tasks in order to protect him from accident/injury. It is understood that the Client will not entrust Barbara Personnel's employees with the handling of cash or valuables without our written permission when the specific duties necessitate such activity. Prior written consent from Barbara Personnel is mandatory before the Client can allow Barbara Personnel's employees to operate any machinery or vehicle and/or to travel in the course of performing work while on assignment for the Client.

EMPLOYEE'S RULES AND PROCEDURES

Barbara Personnel is your employer. By signing the timesheet, the temporary employee acknowledges that the total hours worked is accurate. You will be paid a pre-determined hourly rate for those hours; lunch is not a paid time. No paid sick leave is available under this contract. Barbara Personnel may end a contract at any time, without notice, costs or penalties.

While on assignment, it is understood that you must take reasonable and proper care of the client's goods and equipment and use it solely for the purpose of the contract, meaning no personal e-mail, calls, etc. You will be held personally responsible for cash shortages should you need to manipulate cash. You have the responsibility to work safely and avoid taking risks (no fooling around). You are required to immediately report to your supervisor and Barbara Personnel any workplace accident/injury or any hazardous situations that arise so as to prevent injury to yourself and fellow workers.

Barbara Personnel is your employer. You must, without fail, notify your counsellor and your supervisor on assignment in advance or immediately if you are unable to report to work.

La version française vous sera envoyée sur demande.