EMBERS
Staffing Solutions

Employee Time Sheet

Candidate Name: _____

Dates: from ____ / ____ / ____ to ____ / ____ / ____
dd mm yy dd mm yy

Candidate Address: _____
(if changed from information on file)

Company Name: _____

Candidate Phone: _____

Work Site Address: _____

Day	Date	Start Time	Finish Time	Lunch	Regular Hrs Worked	Overtime Hrs Worked	Position Worked	Notes
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Total Hours Worked								

Supervisor's Authorization: _____ Please Print Name: _____

I agree that the hours stated above are correct. Please pay accordingly.

Please fax back to EMBERS Staffing Solutions at 604-692-0780 by 5 pm each Saturday.
Pay cheques will be issued the following Friday and available for pick-up between 1 and 6pm.

** Note: Overtime will be paid at 1.5 times the regular hourly bill rate for working over 8 hours in a day or 40 hours on a weekly ticket, or at 2 times the regular hourly bill rate for working over 12 hours in a day.*