

# Mayfair Personnel (Northern) Ltd.

PLEASE CALL MAYFAIR AS SOON AS YOUR  
ASSIGNMENT ENDS

## Assignment Status

Continuing  Completed/Hired

Company Name (Mayfair Client): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Report to: \_\_\_\_\_

Phone: \_\_\_\_\_

Ext: \_\_\_\_\_

I certify that the hours reported below were worked by me on the week indicated and were certified by an authorized representative of the Mayfair Client. I understand that inaccurate reporting of time may be cause for immediate termination.

Associate Name (Mayfair Employee): \_\_\_\_\_

Associate Signature X: \_\_\_\_\_

Contact Number (on site): \_\_\_\_\_

(home/cell): \_\_\_\_\_

Email: \_\_\_\_\_

Please mail my cheque  I will pick up my cheque  I have authorized \_\_\_\_\_ to pick up my cheque

Day	Month/Date	Time In	Time Out	Lunch (hrs)	Total Hours (less lunch)	Reg Time (up to 8 hrs)	Overtime (over 8 hrs)	Comments
Sample		8:15 AM	4:15 PM	1	7.00	7.00		General Holiday
Sun								
Mon								
Tue								
Wed								
Thu								
Fri								
Sat								
Total								

### COMPANY (MAYFAIR CLIENT) VERIFICATION AND SIGNATURE

I certify that the Mayfair Personnel employee named above, worked the hours listed on this timesheet and agree to the terms and conditions set forth on this page.

Name (please print) \_\_\_\_\_

Title: \_\_\_\_\_

Authorized Signature X \_\_\_\_\_

Date: \_\_\_\_\_

#### Terms and Conditions for Client

- Mayfair Personnel (Northern) Ltd. warrants that Mayfair employees are covered by Workers' Compensation insurance, and Mayfair collects, contributes and remits all applicable taxes, CPP and EI charges to Revenue Canada.
- Overtime is calculated on hours worked over 8 hours per day and is paid and invoiced at time and one half.
- Mayfair requires a 3 hour daily work minimum for each employee assigned to your company.
- Client will prevent, and bear the risk of employees traveling, operating vehicles or machinery, working in unsupervised premises, or handling cash, keys, negotiables, credit cards, cheque-writing materials, merchandise, or confidential information.
- Mayfair incurs considerable expense to recruit, evaluate and retain employees. To offset these expenses, Mayfair reserves the right to charge clients a fee in the event the client hires the employee named on this timesheet before, during or after an assignment. This fee is reduced for each completed week of the assignment.

**Please submit timesheets between end of day Friday and noon Monday of the following week. If a supervisor is unavailable to sign your timesheet, please submit the unsigned copy and submit a signed copy as soon as possible.**

Distribution: **Original** Company (Mayfair Client) **Copy 2** Associate **Copy 3** Mayfair

**E-mail to timesheets@mayfaircareers.com or fax to 780-539-7089**