

Mayfair Personnel (Northern) Ltd.

TIMESHEET

Please notify Mayfair of any changes

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. I have only reported hours worked and have round to the nearest 15 minutes.

Mayfair Employee Name:

Employee Signature X:

Contact Number (on site):

(home/cell):

Email:

Day	Month/Date	Time In	Time Out	Lunch (-hrs)	Total Hours (up to 8 hrs)	Reg Time (up to 8 hrs)	Overtime (over 8 hrs)	Comments
	Sample	8:15 AM	4:15 PM	1	7.00	7.00		
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 no later than midnight Sunday. 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** Employee (you) **Copy 3** Mayfair (head office)

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