



Turtle Island Staffing

Aboriginal Staffing Agency

420 O'Connor Street, Suite 1100, Ottawa, Ontario, K2P 1W4
Tel: (613)567.8828

Email your timesheet to: finance@TIStaffing.com (cc: Your Recruiter & Supervisor)
or fax your timesheet to: (613)567.4898

Print timesheet from our website: www.TIStaffing.com

PSAB Qualified (Set-Aside) / THS / TBIPS / TSPS / ProServices

WEEKLY CONTRACTOR TIMESHEET

**ALL TIMESHEETS ARE DUE BY
FRIDAY AT 5:00 PM AT THE
LATEST WITHOUT EXCEPTIONS**

ALL TIMESHEETS MUST BE SIGNED BY
THE SIGNING AUTHORITY AND ALL
OTHER PERTINENT INFORMATION
MUST BE FILLED OUT IN ORDER TO
RECEIVE PROMPT PAYMENT.

CONTRACTOR NAME:

DEPARTMENT:

WORK ADDRESS:

WORK PHONE #:

CONTRACTOR SIGNATURE:

DISCLAIMER/AGREEMENT:

CONTRACTOR CERTIFICATION: BY SIGNING ABOVE, I HEREBY CERTIFY THAT I HAVE WORKED ALL THE HOURS REPORTED ON THIS TIMESHEET AND THOSE HOURS HAVE BEEN WORKED IN ACCORDANCE WITH MY MOST CURRENT EMPLOYMENT PLACEMENT CONTRACT. ANY OVERTIME WORKED WAS APPROVED BY MY SUPERVISOR PRIOR TO BEING WORKED AND WRITTEN APPROVAL WAS SENT TO TURTLE ISLAND STAFFING.

TIMESHEET FOR THE WEEK:

FROM: _____ TO: _____

	DATE	TIME IN	LUNCH	TIME OUT	DAILY HOURS
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					
NOTE: ALL HOURS MUST BE REPORTED IN INCREMENTS OF 15 MINUTES OR 0.25 HOURS					TOTAL HOURS

SIGNING AUTHORITY SIGNATURE DATE

NAME OF SIGNING AUTHORITY (PLEASE PRINT CLEARLY)

SIGNING AUTHORITY PHONE NUMBER

*OVERTIME IN THE PROVINCE OF
ONTARIO IS HOURS WORKED IN THE
EXCESS OF 44 HOURS PER WEEK.*

THE PAYMENT WILL BE MADE VIA DIRECT
DEPOSIT, UNLESS OTHERWISE AGREED UPON IN
WRITING IN ADVANCE.