



# Turtle Island Staffing

## Aboriginal Staffing Agency

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PSAB Qualified (Set-Aside) / THS SO - SA / PS Online

### WEEKLY EMPLOYEE TIMESHEET

**ALL TIMESHEETS ARE DUE BY  
MONDAY AT 11:00AM 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.

EMPLOYEE NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

WORK ADDRESS: \_\_\_\_\_

WORK PHONE #: \_\_\_\_\_

TIMESHEET FOR THE WEEK:

FROM: \_\_\_\_\_

TO: \_\_\_\_\_

	DATE	TIME IN	LUNCH	TIME OUT	DAILY HOURS
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					
				<b>TOTAL HOURS</b>	

TOTAL HOURS REPORTED

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

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SIGNING AUTHORITY SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

NAME OF SIGNING AUTHORITY (PLEASE PRINT) \_\_\_\_\_

Direct Deposit	YES	<input type="checkbox"/>
	NO	<input type="checkbox"/>
Pick-Up	YES	<input type="checkbox"/>
	NO	<input type="checkbox"/>
Mail	YES	<input type="checkbox"/>
	NO	<input type="checkbox"/>