

**Miles Employment Group Ltd.**  
 2480 - 1055 West Georgia Street  
 Royal Centre, P.O. Box 11110, Vancouver, B.C. V6E 3P3 Canada  
 tel: 604 694 2500 fax: 604 694 2511 web: [www.miles.ca](http://www.miles.ca)



## TIMESHEET

Associate Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

	Date	Start Time	End Time	Lunch Break	Hours Worked (less lunch)	Over-time Hours*
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
				<b>Total Hours</b>		

\*Overtime must be authorized. Please contact your consultant before working overtime.

**PAYROLL NOTES):** \_\_\_\_\_  
 (e.g. address changes)

**NOTE:** Please fill out one timesheet per assignment. Deadline for receiving your weekly timesheets is **MONDAY 12 NOON** following the week you have worked. Timesheets received after the deadline will be processed the following week. Please fax timesheet to **604 694 2511** and call 604-694-2500 for confirmation of receipt.

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

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

### CLIENT AUTHORIZATION

I certify that the named Miles Employment Group Ltd. Associate worked the hours listed on this timesheet and agree to the Terms and Conditions set forth, as per the Labour Laws of the Province of British Columbia.

**Minimum Daily Pay** - An employee who reports for work must be paid for at least two hours, even if the employee works less than two hours.

**Meal Breaks** - An employee must not work more than five hours in a row without a 30-minute unpaid meal break. An employee who is required to work or be available for work during a meal break must be paid for the meal break.

**Overtime** - Daily overtime pay is time-and-a-half after eight hours worked in a day and double-time for all hours worked in excess of 12 hours worked in a day.

**Guarantee** - All charges will be cancelled and a replacement will be given if Miles Employment Group Ltd. is advised of an Associate's unsatisfactory work performance within 4 hours on the first day of work.

**Hiring Policy** - Miles Employment Group Ltd. Associates remain our Associates for 480 hours of work from the date of referral. Miles offers a competitive temp-to-hire package. Please contact us if you wish to hire our Associates.

**Cash Handling** - Miles Employment Group Ltd. assumes no responsibility if our Associates handle cash, securities, negotiable instruments or other valuable property.

**Acts, Errors & Omissions** - All Miles Employment Group Ltd. Associates are assigned under the care, control and supervision of the client and the client is responsible for all acts, errors and omissions arising out of its employment, supervision, or control of Miles Employment Group Ltd. Associates for the duration of the assignment. Miles Employment Group Ltd. assumes no responsibility for damages or other remedies for any acts, errors, or omissions of Miles Employment Group Ltd. Associates.

Supervisor Signature: \_\_\_\_\_

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