



**TIME SHEET**

402 - 55 St. Clair Avenue West  
 Toronto, Ontario M4V 2Y7  
 Tel: (416) 922-3800 Fax: (416) 972-6077  
 info@wwwork.com www.wwork.com

The week ending is Saturday:

Employee's Name

<b>Month</b>	<b>Day</b>	<b>Year</b>	<b>First Name</b>	<b>Last Name</b>

	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
	Hour	Minutes	Hour	Minutes	Hour	Minutes	Hour	Minutes	Hour	Minutes	Hour	Minutes	Hour	Minutes
Time In														
Time Out														
Total Hours														
Minus Lunch														
<b>Total Hours Worked*</b>														

\*Number of hours worked excluding lunch, to the nearest 15 minutes

<b>Company Name:</b>	_____
<b>Department:</b>	_____
<b>Supervisor Name:</b>	_____
	(please print name clearly)

**Note:** Wages are paid semi-monthly, on the 16th and the last date of the month. Time sheets must be received by Monday after the work week.

Please verify the time sheet carefully before signing off.

Hours	Minutes

Is this the employee's final time sheet?  
 YES  NO

**Authorized Signature:** \_\_\_\_\_

**Please Print Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

Contract employees will receive statutory holiday pay. To qualify for this they must work the day before and the day after the statutory holiday. The statutory holidays are: New Year's Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Christmas Day and Boxing Day.

Your signature is our authorization to pay the employee for the hours indicated in the box above and for wwwork!com to invoice you for the employee's services in accordance with the working agreement you have with wwwork!com

Overtime will be paid in accordance with the Employment Standards Act.

Please cross out any days not worked by employee.

Please indicate statutory holiday on the time sheet.