

TIMECARD

EMPLOYEE NAME	WEEK ENDING (SUNDAY'S DATE)
CLIENT NAME AND ADDRESS	
AUTHORIZED CLIENT SIGNATURE (signature is verification of hours worked)	
PRINT NAME & TITLE	
EMPLOYEE SIGNATURE	PO #

Calgary Office
 100, 805 - 5 Avenue SW
 Calgary, Alberta T2P 0N6
 Phone: (403) 237-5577
 Fax: (403) 269-1428

Edmonton Office
 10304 Jasper Avenue, Main Floor
 Edmonton, Alberta T5J 1Y7
 Phone: (780) 429-9058
 Fax: (780) 425-7419

Red Deer Office
 4957 49 Street
 Red Deer, Alberta T4N 1V1
 Phone: (403) 343-8161
 Fax: (403) 343-3899

Please ensure to include the Job Order #

4 (FOUR) HOURS MINIMUM PER PERSON PER DAY.

	TIME IN	LUNCH OUT	LUNCH IN	TIME OUT	TOTAL HOURS	
					REGULAR	OVERTIME
MON						
TUES						
WED						
THURS						
FRI						
SAT						
SUN						
This is an official record of hours worked. Round hours performed to the nearest 15mins.					REGULAR	OVERTIME
HAS ASSIGNMENT ENDED? <input type="checkbox"/> YES <input type="checkbox"/> NO					TOTAL HOURS	

NOTES:

TERMS AND CONDITIONS

Timecards received after Monday at 9:00am following the pay period are considered late and WILL NOT be processed until the next pay period.

The customer shall not take any steps to employ or enter into direct contractual relations with a Diversified Staffing Services (DSS) employee without the expressed written consent of DSS for a 12 month period following candidate introduction or assignment completion.

Without written DSS consent, the customer covenants and agrees that it will not request or authorize DSS employees to operate machinery, automotive or truck equipment.

DSS or its employees shall not be responsible for any loss or damage, whether physical, economic or consequential to any real or personal property owned, leased or in the custody of the customer; including, but not restricted to, mobile equipment, automotive vehicles and trucks.

DSS confirms Workers Compensation Board coverage is provided for all employees supplied by Diversified Staffing Services. The customer accepts full responsibility for any bodily injury claims that involves an employee of DSS during the course of the customer's operations if the employee is unsupervised or engaged in activities not approved by DSS.

The customer agrees that the DSS employees handling of any valuables, cash or negotiables must be with written consent from an authorized DSS representative.

Claims made by the customer alleging fraud, theft or any other dishonest conduct by a DSS employee must be communicated to DSS in writing within 10 days of the alleged occurrence.

A signed time card authorizes that the hours reported are accurate and approves billing for these same hours, DSS's minimum assignment is 4 hours per person per day.

DSS pays our employees in accordance with the Provincial Employment Standards Code.

The customer acknowledges that they are responsible for the safety of workers while the said individual(s) are contracted to them. Additionally, the customer agrees to ensure that all contracted employees receive an appropriate worksite orientation.

PLEASE PROVIDE CLIENT WITH A COPY
 FAX, SCAN AND EMAIL, OR RETURN ORIGINAL COPY TO DIVERSIFIED STAFFING SERVICES' OFFICES