



Northern Employment Solutions, 875 Notre Dame, Sudbury, ON P3A 2T2

**INDIVIDUAL EMPLOYEE TIMESHEET**

Associate – Employee Name (please print)
Associate – Employee Signature
Week Ending Date (Sunday's date)

Date	Start Time	Finish Time	Less: Lunch Time	Total Daily Hours
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
<b>Total Hours for the Week</b>				

**CLIENT AUTHORIZATION**

Authorized signature	
Company name (please print)	
Telephone	Fax
Date	

**Client Authorization & Terms and Conditions**

**CLIENT AGREEMENT**

The individual signing this time sheet is an authorized representative of the client company and is hereby unconditionally accepting the following terms and conditions.

1. The client's responsibility to supervise all activities of Northern Employment Solutions associates while they are at the client's place of business.
2. The client will not authorize Northern Employment Solutions associates to operate any machinery, lift trucks or motor vehicles without prior written consent.
3. The client will completely insure all the client's buildings, machinery, and/or vehicles (whether leased or owned) with public liability, property damage, collision, fire and theft coverage and that Northern Employment Solutions Industrial and the associate shall have the full benefit and protection of such insurance.
4. Northern Employment Solutions will not be responsible for and does not cover by insurance any damage to property, bodily injury, fire, theft, collision or public liability damage claims resulting from an Northern Employment Solutions's associate operating any of its client's motor vehicles.
5. The client will not entrust Northern Employment Solutions associates with the handling of cash, negotiable, or other valuables without prior written permission from Northern Employment Solutions.
6. In the event that an Northern Employment Solutions associate becomes ill or is injured at the client's place of business, the client is responsible to arrange transportation to the nearest hospital or medical facility. The client will also notify Northern Employment Solutions.
7. If the client hires an Northern Employment Solutions associate, there will be a placement or release fee based on the current Northern Employment Solutions permanent fee schedule. A temporary to permanent transfer may be arranged according to the current temporary to permanent fee schedule. The desire to transfer a temporary associate to permanent will be discussed with an Northern Employment Solutions representative.
8. The client's or its employee's signature constitutes full agreement of hours worked including overtime, and that the work was completed in a satisfactory manner.
9. The client and its subsidiaries will honour all fees, terms and conditions agreed in writing or verbally by the client, its subsidiaries, or employees. Northern Employment Solutions will document all communications related to fees, terms, and conditions.
10. Invoices will be issued weekly. All invoices will be paid upon receipt. Northern Employment Solutions may charge interest to all overdue accounts at the rate of 2% per month.

**ASSOCIATE AGREEMENT**

Each associate identified on this time sheet for payment is hereby unconditionally accepting the following terms and conditions.

1. The hours submitted for payment are valid and correct.
2. The associate will not borrow any money from the client and will be responsible for all delinquent debts incurred in the associate's name.
3. Time sheets must be signed by the client's representative. Unsigned time sheets will not be accepted. In order to receive a pay cheque, a signed time sheet must be received by Northern Employment Solutions.
4. The associate shall under no circumstances seek or accept a direct offer of temporary or permanent employment from a client without first discussing the opportunity with Northern Employment Solutions management.
5. The associate will notify Northern Employment Solutions of any reason why he/she cannot report to an assignment, including lateness, sickness, injury, book-off or leave of absence.
6. The associate will contact Northern Employment Solutions once his/her assignment is complete.

**CLIENT APPROVAL**

The total hours indicated were performed satisfactorily by the Northern Employment Solutions employee stated on this timesheet. I understand that there is a fee payable for hiring any of the people listed above. I have read and I agree to the terms of the client agreement.

Notes: \_\_\_\_\_