

Tel: (416) 926-9090  
 Fax: (416) 926-0660

# Timesheet

Employees must submit hours worked by phone before 10:00 am every Friday.  
 Signed timesheets must be faxed to TSI before 10:00 am every Monday morning.

Client/Department \_\_\_\_\_

Employee Name \_\_\_\_\_

Assignment for week beginning \_\_\_\_\_

	Start time	Stop time		Start time	Stop time	Hours worked
Sunday			Lunch Break			
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

Total hours worked (minus lunch) \_\_\_\_\_  
**4 hour daily minimum**

Employee Signature \_\_\_\_\_

Dept. Approved Signature \_\_\_\_\_

Employee to mail top copy to The Temporary Source office.  
 Employee to hand second copy to client/department.  
 Employee to retain third copy.

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