



# Turtle Island Staffing

## Aboriginal Staffing Agency

420 O'Connor Street, Suite 1100, Ottawa, Ontario, K2P 1W4  
Tel: (613)567.8828 Fax: (613)567.4898 Email: [finance@tistaffing.com](mailto:finance@tistaffing.com)  
[www.tistaffing.com](http://www.tistaffing.com)

PSAB Qualified (Set-Aside) / THS SO - SA / PS Online

## WEEKLY EMPLOYEE TIMESHEET

**ALL TIMESHEETS ARE DUE BY  
MONDAY AT 11:00AM AT THE  
LATEST WITHOUT EXCEPTIONS**

\*ALL TIMESHEETS MUST BE SIGNED  
BY THE SIGNING AUTHORITY AND ALL  
OTHER PERTINENT INFORMATION  
MUST BE FILLED OUT IN ORDER TO  
RECEIVE PROMPT PAYMENT.

EMPLOYEE NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

SIN #: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

WORK ADDRESS: \_\_\_\_\_

WORK PHONE #: \_\_\_\_\_

TIMESHEET FOR THE WEEK:

FROM: \_\_\_\_\_

TO: \_\_\_\_\_

	DATE	TIME IN	LUNCH	TIME OUT	DAILY HOURS
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					
TOTAL HOURS					

TOTAL HOURS REPORTED

*\*OVERTIME IN THE PROVINCE OF  
ONTARIO IS HOURS WORKED IN THE  
EXCESS OF 44 HOURS PER WEEK.*

EMPLOYEE SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

SIGNING AUTHORITY SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

NAME OF SIGNING AUTHORITY (PLEASE PRINT) \_\_\_\_\_

Direct Deposit

YES	
NO	
YES	
NO	
YES	
NO	

Pick-Up

Mail