

# Professional Recruiting Consultants

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## TIME SHEET

**TIME SHEET MUST BE FULLY COMPLETED  
 AND MUST BE SUBMITTED BY MONDAY AT 10:00 AM**

<b>Department</b> ADMIN: <input type="checkbox"/> IT: <input type="checkbox"/>	<b>Job Title</b>
<b>Employee Name</b>	<b>Department</b>
<b>Date of Birth</b>	<b>Location</b>
<b>Consultant Name:</b>	<b>Work Phone Number</b>
<b>Reporting Date</b> M/ D/ Y/	<b>Week Ending</b> M/ D/ Y/

Date	Day	Time IN	Lunch	Time OUT	Daily Hours
	MONDAY				
	TUESDAY				
	WEDNESDAY				
	THURSDAY				
	FRIDAY				
	SATURDAY				
	SUNDAY				
<b>TOTAL HOURS: ----- &gt;</b>					

**Please report times in 15 minute intervals only. The above section must be completed fully for payroll processing. Any omissions are unacceptable. Any changes to the above must have authorized initials beside all changes.**

Authorized Signature \_\_\_\_\_

Phone No: \_\_\_\_\_

How would you like to receive your Pay?  
 (Submit address via fax or e-mail)

Fax No: \_\_\_\_\_

Client: Please Initial

Yes	
No	

Candidate: Please Initial

Pick Up	
Mailed	
Direct Deposit	

**ALL TIMESHEETS MUST BE SIGNED BY AUTHORIZED PERSONNEL AND ALL OTHER RELEVANT INFORMATION FULLY COMPLETED IN ORDER TO RECEIVE PROMPT PAYMENT. ONCE SIGNED, TIMESHEETS ARE NOT TO BE NEGOTIATED. TIMESHEETS ARE THE CANDIDATES RESPONSIBILITY AND CAN BE E-MAILED, FAXED OR DROPPED OFF.**

