

ARZA EMPLOYMENT SERVICES LTD
 Temporary Placement Division
 Suite 288, 12899-76 Ave, Surrey, BC.V3W 2V3
 Tel: 604-592-3556

**WEEKLY
 TIME SHEET**

Email: info@arza.ca / Website: www.arza.ca
 Fax Timecard by Noon Monday
 Fax: 604-596-8791

Employee Name:	Title:
Employee Number:	Status:
Department/Jobsite:	Supervisor:

Date	Start Time	End Time	Regular Hrs.	Overtime Hrs.	Total Hrs.
WEEKLY TOTALS					

Client Authorization

Employee Signature:	Print Name:	Date:
Authorized Signature:	Print Name:	Date:

The individual signing this time sheet is an authorized representative of the client and hereby certifies that the hours worked is true and correct and that the work was performed in a satisfactory manner.

HOURS AND OVERTIME WILL BE PAID ACCORDING TO PROVINCIAL LABOUR LAWS.

Timesheets must be in ARZA'S office **NO LATER THAN 10:00 AM MONDAY**. It is your responsibility to ensure that ARZA receives your timesheet prior to the cut-off.

MINIMUM DAILY PAY - An employee who starts work must be paid for at least 2 hours, even if the employee works less than 2 hours.

OVERTIME - An employee who works more than 8 hours in a day or 40 hours in a week must be paid overtime.

MEAL BREAKS - After working at least 5 hours in a row, an employee is entitled to a half-hour, unpaid meal break.

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