



Okanagan Staffing Services Inc.  
 (250) 717-0506 manager@okanaganstaffing.com  
 (250) 862-5181 www.okanaganstaffing.com

<b>TEMP. EMPLOYEE</b>	<input style="width: 95%;" type="text"/>	<b>OSS OFFICE USE ONLY</b>
<b>COMPANY NAME</b>	<input style="width: 95%;" type="text"/>	
<b>POSITION</b>	<input style="width: 95%;" type="text"/>	
		T/S <input style="width: 95%;" type="text"/>
		INV <input style="width: 95%;" type="text"/>

Time sheets are to be sent to [manager@okanaganstaffing.com](mailto:manager@okanaganstaffing.com) by 4:30pm Friday or 10:00am Monday (if working weekends of pay week) of pay week.

Week 1	Date	In <small>0:00 am/pm</small>	Out <small>0:00 am/pm</small>	Total	Less Lunch <small>1=60min/0.5=30min/0.25=15min</small>	Total Regular Hours Worked	Overtime <small>PRIOR APPROVAL REQUIRED</small>
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
	Saturday						
	Sunday						

	<b>Week 1 Total</b>		
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Week 2	Date	In <small>0:00 am/pm</small>	Out <small>0:00 am/pm</small>	Total	Less Lunch <small>1=60min/0.5=30min/0.25=15min</small>	Total Regular Hours Worked	Overtime <small>PRIOR APPROVAL REQUIRED</small>
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
	Saturday						
	Sunday						

	<b>Week 2 Total</b>		
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**NAME OF ON-SITE SUPERVISOR**

**SIGNATURE OF ON-SITE SUPERVISOR**

	<b>Week 1&amp;2 Totals</b>		
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Okanagan Staffing Services Inc. adheres to *The Employment Standards Act of British Columbia.*