quantum   **quantum** TECHNOLOGY RECRUITING INC

WEEKLY TIMESHEET

Temporary employees: Please email your completed timesheet to **timesheet@quantum.ca**.
Incorporated contractors: Please email your completed timesheet to **sub.contractors@quantum.ca**.

Timesheets must be submitted by MONDAY 12 P.M. • Please retain the original time sheet for your records.

EMPLOYEE CODE

EMPLOYEE NAME

CLIENT NAME

WEEK ENDING   Saturday,

DAY	DATE YYYY-MM-DD	TIME IN HH:MM	TIME OUT HH:MM	TOTAL HOURS	SUBTRACT LUNCH	HOURS WORKED
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

Regular Hours

INSERT O.T. HOURS, IF ANY ⟶ Overtime Hours

Total Hours

SUPERVISOR'S INITIALS REQUIRED ONLY IF OVERTIME IS TO BE PAID   Initials

FOR CLIENT USE ONLY

The undersigned is an authorized representative of the CLIENT indicated above (the "Client"). The electronic confirmation certifies that the employee whose name appears above (referred to as the "assigned Employee") worked the hours on the dates as indicated above (with services performed satisfactorily). The authorized representative also expressly acknowledges and accepts the terms and conditions of Quantum's Service Agreement as outlined on Quantum's website (www.quantum.ca).

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Date   Electronic Confirmation   Please Print Authorized Name