

**MATRIX PROFESSIONAL STAFFING SOLUTIONS INC.**

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**TEMPORARY SERVICES TIMESHEET  
& INVOICE AUTHORIZATION**

**SUBMIT TIME SHEET ON MONDAY BY 10:00 A.M. FOR PREVIOUS WORK WEEK** (Please call to confirm receipt or if you have any questions). Failure to turn in your time sheet by the deadline may delay your cheque by one week. Timesheets cannot be processed without the client's approval. Obtain approval to ensure complete and full payment of wages and leave a copy of your time sheet with your supervisor who signs to verify hours.

Employee Name: \_\_\_\_\_ S.I.N.: \_\_\_\_\_

Job Title: \_\_\_\_\_

Client Company Name: \_\_\_\_\_

*Associate Certification:* I certify the above-recorded information is correct. I certify that I have worked the hours listed on this time sheet and have read and agree to the instructions herein. I acknowledge that the duration of any assignment is not guaranteed. While on this assignment I have not had any work-related injuries or illnesses that I have not reported to Matrix. I am responsible for obtaining the client's signature to verify hours worked. I will leave a copy of the timesheet with on-site supervisor once hours worked have been verified. I will submit completed timesheets weekly regardless of the hours or days worked and regardless of the payroll period.

**Employee Signature:** \_\_\_\_\_

ASSIGNMENT STATUS:  CONTINUING  COMPLETED  AVAILABLE

**REPORT ALL TIME TO NEAREST 15 MINUTES – DO NOT INCLUDE LUNCH/BREAK TIME**

Date (M/D/Y)	Start Time	End Time	Regular Hrs. <i>Excluding Lunch/Breaks</i>	Overtime	Double Time
<b>WEEKLY TOTALS</b> ⇨					

**Round to nearest 15 minutes or ¼ hour i.e. 15 minutes = 0.25; 30 minutes = 0.50; 45 minutes = 0.75**

**TO CLIENT:** 1. Matrix will provide the highest level of competent temporary associates available at the time of the Client's order. The Client understands, however, that availability of acceptable candidates may be subject to cause or causes beyond the control of Matrix. 2. It is the Client's responsibility to evaluate and decide upon the associate's suitability for the temporary assignment. 3. The Client agrees to supply a safe and suitable workplace for Matrix associates, and shall be solely responsible for complying with all applicable workplace safety and occupational health and safety laws and regulations, including necessary on-the-job training, providing any specialized safety attire, supplying protective equipment and providing information, warnings and safety instructions. 4. Matrix shall provide workers' compensation insurance coverage for temporary associates but the Client retains the right to direct and control the work of the temporary associate. The parties agree to notify each other immediately of any injury or accidents or any claim for workers' compensation benefits involving a temporary associate working in the Client's facility. The client will make every effort to work with Matrix to accommodate Matrix's injured associates as part of the Early and Safe Return to Work Program legislated by the Workplace Safety & Insurance Board. 5. The temporary associate will record the hours worked on timesheets provided and is responsible for their submission to Matrix. The Client is responsible for verifying the accuracy and authorizing such timesheets. The minimum time for any temporary assignment is four (4) hours. 6. Matrix associates are prohibited from driving or operating any motor vehicles whatsoever in connection with the operation of the Client's business, except that an associate of Matrix may operate a lift truck only if such associate holds a valid lift truck certificate issued in accordance with the provisions of the Occupational Health and Safety Act (Ontario), or has previous practical experience and is certified on site by the Client and proof is provided of this certification. Matrix will not assume any responsibility for injuries, damages or liabilities of any kind arising from or relating to the operation of any motor vehicle by an associate of Matrix, and the Client agrees to assume sole responsibility for all injuries, damages or liabilities of any kind arising from or relating to the operation of any motor vehicle by an associate of Matrix. 7. Client shall notify Matrix immediately of the completion or termination of a temporary associate's assignment. 8. The Client agrees to indemnify and hold harmless Matrix from any loss or damage that Matrix may suffer or incur arising in connection with or as a result of: (a) the Client's use of any temporary associate in a manner contrary to standard industry or business practice or contrary to law; (b) any claim or suit made by any client or customer of the Client; or (c) any breach by the Client of the terms of this Agreement. 9. All information relating to the business of the Client, which is confidential and which is designated as such, will be kept in the strictest confidence by Matrix and its associates. This obligation does not apply to any information that is publicly available or that is lawfully obtained from third parties. 10. Matrix will issue invoices to the Client on a weekly basis. Invoice amounts are calculated by multiplying the regular/overtime bill rate by the total number of hours from the approved timesheet. Overtime will be billed and paid after 44 hours, unless otherwise specified by the Client. Lunch periods and breaks will be unpaid unless otherwise specified by the Client. All applicable taxes are the Client's responsibility. 11. The determined rate includes all Government Deductions and Contributions, Employer Health Tax, Workers' Compensation Coverage, Vacation Pay, Bonding, Statutory Holiday Pay and Insurance. 12. Invoices are due and payable upon receipt. 13. The Client acknowledges that Matrix has incurred substantial recruitment, screening, training, administrative, and marketing expenses with respect to its temporary associates. 14. The Client agrees that it will not, directly or indirectly, in any manner whatsoever, hire, offer to hire, engage or attempt to hire or engage any temporary associate assigned to the Client by Matrix, prior to the temporary associate having completed a minimum of 480 continuous regular hours of work for the Client. 15. The Client agrees that it will not, directly or indirectly, in any manner whatsoever, hire, offer to hire, engage or attempt to hire or engage a candidate for temporary employment who is referred to the Client by Matrix for a period of 90 days after the most recent communication between Matrix and the Client with respect to that candidate. The forwarding of a resume to the Client by Matrix shall constitute referral of a candidate. 16. The Client agrees not to participate in, encourage, permit or cause the hiring or engagement of any temporary associate or candidate referred to in paragraphs 14 and 15 by any staffing firm or employment agency other than Matrix for a period of 90 days after completion of the temporary associate's assignment, or the date of the most recent communications with respect to a candidate, without the express prior written permission of Matrix. 17. In the event the Client violates paragraph 15 or 16, Client hereby promises to promptly pay to Matrix, as liquidated damages and not as a penalty, the sum of two thousand dollars (\$2,000) or ten percent (10%) of the temporary associate's annualized compensation or other payment by Client, whichever sum is greater.

**Company (Client) Certification:** I certify that the hours recorded above by the Matrix employee associate are correct, that the work was performed under the client's direction and supervision and to the client's satisfaction, that I have read and client agrees to all the provisions of this timesheet, that I have retained a copy of signed timesheet, and that I am authorized to sign this timesheet on behalf of the client/company.

**Authorized Company (Client) Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Transaction/Cheque No:	Assignment No:	Date Entered:	Authorized Signature:	Comments:
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