



# Associate Timesheet

All timesheets MUST be emailed to [payroll@blooinc.com](mailto:payroll@blooinc.com) no later than 12:00AM (Midnight) each Sunday for the previous week's work. Please review your paystub in your email inbox by the following Thursday. If you worked the previous week and do not receive your paystub by email, please notify your recruiter as soon as possible. Failure to submit your time sheet on time may result in a two-week delay of your pay. If for any reason you are unable to send your timesheet before the deadline, please notify us immediately at (778) 372-8384. Please ensure you submit your time sheet only to [payroll@blooinc.com](mailto:payroll@blooinc.com). Time sheets must be submitted weekly. Time sheets submitted more than 2 weeks after work completion will be subject to further company approval and are not guaranteed to be paid. Do not use your time sheet for more than one client location. Time sheets must include all information and your employee ID number for payout. Please ensure you have provided the correct Direct Deposit Information to your recruiter and SIN prior to starting work. For any payroll related questions, please contact the payroll department by email or call us at (778) 372-8384. Unsigned time sheets will not be paid. Bloo Recruitment Inc is a member of the Staffing Edge a People 2.0 company. People 2.0 is the official employer of record.

payroll@blooinc.com  
Suite 900 2025 Willingdon Ave  
Burnaby BC V5C 0J3

Employee Payroll ID Number:

Employee Name:

Client Name:

Report To: \_\_\_\_\_ Date: \_\_\_\_\_

|   | Month/Date | Time In | Time Out | Lunch Break | Reg Hours (less lunch) | OT Hours |
|---|------------|---------|----------|-------------|------------------------|----------|
| Sunday  |            |         |          |             |                        |          |
| Monday  |            |         |          |             |                        |          |
| Tuesday   |            |         |          |             |                        |          |
| Wednesday   |            |         |          |             |                        |          |
| Thursday  |            |         |          |             |                        |          |
| Friday  |            |         |          |             |                        |          |
| Saturday  |            |         |          |             |                        |          |
| Has this assignment ended? Yes <input type="checkbox"/> No <input type="checkbox"/> |            |         |          |             | <b>TOTAL HOURS</b>     |          |

### Client Authorization

I certify that the above Contract employee worked the hours listed on this timesheet and agree to the Terms and Conditions set forth below under **IMPORTANT INFORMATION**.

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

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

Client Signature: \_\_\_\_\_ Client Direct Line: \_\_\_\_\_

### IMPORTANT INFORMATION

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

- 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.
- GUARANTEE** - If Destinationone is advised of unsatisfactory work within 4 hours on the first day, a replacement will be supplied immediately and charges for the 4 hours will be cancelled.