Magna Staff

HEAD OFFICE PAYROLL DEPARTMENT
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TIMESHEET

DISTRIBUTION OF COPIES:
WHITE COPY - Return to Magna
PINK COPY - Retained by Client
YELLOW COPY - Retained by Worker

Company Name and Address

Account Number

Order Number

Week Ending Date

Assignment Start Date

Name of Temporary Worker

Category

Payroll Number

SUMMARY OF HOURS WORKED

	Time Started	Time Finished	Less Breaks (Total Minutes)	Basic Hours Worked	Overtime
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

I certify that the total of _____ hours have been satisfactorily worked and that payment will be made in respect of these according to your revised 2004 terms and conditions of business which I have received and accepted as the basis of this transaction.
Hours are paid and charged to the nearest quarter hour. See extract of terms and conditions on reverse of timesheets.

SIGNATURE DATE POSITION

For office use only

Hours	Time Rate