



Friday Professional Group

Staffing | Recruitment

Suite #250, 736 – 6th Avenue SW | Calgary, Alberta T2P 3T7

Phone: 403-233-0499

Timesheets are due by Monday at 12 p.m. Please email to timesheets@friday.ca

Late timesheets will be processed the following week.

Note: Candidates will be paid/clients will be billed a minimum of four (4) hours per shift.

Week Ending (mm/dd/yy)	_____
Employee Name	_____
Company	_____
Company Address	_____
Client Supervisor Name	_____

WORK WEEK					OFFICE USE ONLY	
	Date	Total Hours	Less Lunch Break	Worked Hours	Regular	Overtime
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Total Hours for the Week (to the nearest 1/4 hour, ie. .25, .50, .75)						

I certify that the hours shown were worked by me during the period ending shown above, and were properly certified by an authorized representative of the named company at the bottom of this timesheet

I certify that the above FRIDAY PROFESSIONAL GROUP INC. employee worked the hours listed on this timesheet and agree to the terms and conditions set forth on the reverse side.

ORDER NO.	
TOTAL HRS	REG: OT:
PAY RATE	
BILL RATE	
STAT HRS Y / N	