



CAREER NEXUS INC EMPLOYEE TIME SHEET

Phone: 905-673-1476

Please ensure that this filled and signed time sheet is submitted every Monday by 12 pm EST

Fill In	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Date							
Time Started							
Less Lunch							
Time Finished							
Total Hours							
Employee Name:						W/E:	
Employee Signature:	Employee signature indicates acceptance of the terms and conditions below.					Total Regular Hours	
Client Signature:	Client Signature indicates acceptance of the terms and conditions below. Do not sign if hours are not totaled.					Total Over Time Hours	
Client (Company name) :							
Street Address:							
City, Province:							
Postal Code:							

Certification

I certify that the information given is a true account of the hours worked by me during the week indicated. I will abide by all policies and procedures contained within it. I will also contact the Career Nexus Inc office upon completion of this assignment to notify them of my future availability.

Client Agreement

The signature of a Client representative will evidence Client's agreement to and acceptance of the terms set forth below. Client's signature also confirms that the hours reported in the time sheet were worked by the named Career Nexus Inc employee and that all work was performed under the client's direction and supervision and to the client's satisfaction. Client will comply with all laws applicable to its business relationship with Career Nexus Inc and Career Nexus Inc employees. Client is responsible for the safety of its workplace and is responsible for site-specific safety training. If a Career Nexus Inc employee becomes injured while at the client's workplace, the client will participate in the Return to Work Program for the injured employee. Client will not give any Career Nexus Inc employee custody or control of any cash during an assignment and will not permit any Career Nexus Inc employee to operate a motor vehicle during an assignment. Client assumes full responsibility for any claim, demand, loss, expense, or liability arising from any breach by the client. Client will closely supervise and monitor any Career Nexus Inc employee with access to negotiable instruments, cheques, money orders, credit cards, valuables, or sensitive personal, credit or bank account information. Except for claims resulting from Career Nexus Inc' negligent hiring or negligent referral, Client assumes all responsibility for any act, error, or omission of a Career Nexus Inc employee. Client agrees to pay Career Nexus Inc the agreed hourly rate for all hours worked by each Career Nexus Inc employee assigned to Client. Payment is due upon receipt of Career Nexus Inc invoice. If the client directly hires a Career Nexus Inc employee during or within six months following the employee's assignment, the client will pay the applicable fee set forth on the Career Nexus Inc fee agreement.