**Payroll Process**

Fill out Time-Sheet completely:

* Contractor: Fill in your FULL NAME in this section.
* Client: This is the company you are working for.
* For the week ending: This is the cut‐off date which ends on every Sunday for Recruiting in Motion.
* Client Approval: This section is for your supervisor/manager to sign, confirming your hours.
* FILL IN HOURS YOU HAVE WORKED.
* LAST WEEK: When submitting the final time-sheet of your assignment, please tick the box indicating that your assignment has completed.

Please do not include lunch time in hours.

Please separate regular hours from overtime hours. (Overtime must be initialed by your Supervisor)

Scan/email (or fax) completed form to your Recruiting in Motion Representative.

The due date is EVERY MONDAY BEFORE NOON. NO EXCEPTIONS.

IF your supervisor is not available to sign your time sheet please send it in before the deadline for processing and inform your Recruiting in Motion Representative. Then, re-send it as soon as possible when you get it signed.

PAY DAY is every FRIDAY. If you have not received your pay on Friday, please call your local Recruiting in Motion office and speak with your representative as soon as possible.

STATUTORY HOLIDAY PAY: The following policies apply to Recruiting in Motion temporary employees working in Ontario and British Columbia:

**Ontario** has nine public (or statutory) holidays in the calendar year: New Year’s Day, Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving, Christmas and Boxing Day. RIM employees (but not Independent Contractors) are entitled to receive Public Holiday Pay. It is based on the prior 4 weeks regular earnings divided by 20 then multiplied by 4%. For more information, you are encouraged to review the Employment Standards website: <http://www.labour.gov.on.ca/english/es/pubs/guide/publicholidays.php>

**British Columbia** has ten public (or statutory) holidays in the calendar year: New Years Day, Family Day, Good Friday, Victoria Day, Canada Day, B.C. Day, Labour Day, Thanksgiving, Remembrance Day, Christmas Day. RIM employees (but not Independent Contractors) are entitled to receive Public Holiday Pay. To be eligible for statutory holiday pay an employee; 1) must have been employed by RIM for 30 calendar days before the statutory holiday and, 2) must have worked or earned wages through RIM on 15 of the 30 days immediately before the statutory holiday. For more information, you are encouraged to review the following BC Provincial Government link: <http://www.labour.gov.bc.ca/esb/facshts/statutory_holidays.htm>

**TIMESHEET:** All signed timesheets must be at Recruiting in Motion by Monday, 12:00 pm

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**Employee First Name Employee Last Name Empl # (If Applicable)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Month Day Year Week Ending (Sunday’s date)**

**Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reporting To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Company Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Start Time** | **Finish Time** | **Total Hrs** | **Minus Lunch** | **Total Reg.** | **Total O.T.** | **Initial O.T.** |
| **Mon** |  |  |  |  |  |  |  |
| **Tues** |  |  |  |  |  |  |  |
| **Wed** |  |  |  |  |  |  |  |
| **Thu** |  |  |  |  |  |  |  |
| **Fri** |  |  |  |  |  |  |  |
| **Sat** |  |  |  |  |  |  |  |
| **Sun** |  |  |  |  |  |  |  |
|  |  |  |  |  | **Reg Hours** | **O.T. Hours** |  |

**Last Time-Sheet: Please check this box if this is the last timesheet you are submitting for this assignment.**

**Client must initial for overtime hours to be paid:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Client Signature**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Client Print Name Client Phone #**

Client signature for hours; the client acknowledges that the placed employee is under the sole direction and supervision of the client while on assignment. Note: all our temporary staff are employees (or independent contractors) of Recruiting in Motion Inc. Should you be interested in hiring on a permanent basis, please contact us. See terms and conditions for additional details.

**Terms & Conditions**

* The minimum charge for each temporary employee is four hours per day.
* All salaries, deductions and holiday pay are paid directly by Recruiting in Motion.
* While every effort is made by Recruiting in Motion to Maintain high standards of integrity and reliability among our temporary staff and to provide staff in accordance with client requirements, Recruiting in Motion assumes no responsibility for any loss, expense, damage or delay arising directly or indirectly as a result of any failure to provide staff for all or part of the period of the misconduct or negligence of the staff provided.
* Client has the sole responsibility for supervision, direction and control of employee reporting at destination specified by client. Client agrees and acknowledges that Recruiting in Motion shall not be responsible for any act, neglect or default of the employee thereafter and until client has released employee and client specifically releases Recruiting in Motion from all claims caused or arising out of any such act, neglect or default of weak employee and agrees to indemnify and ending save Recruiting in Motion harmless therefrom.
* It is understood that the undersigned will not entrust Recruiting in Motion employees with the handling of cash, negotiables, or other valuables without prior written permission from Recruiting in Motion and then only when an employee’s specific duties necessitate such activities.
* It is understood that the client’s vehicle (whether leased or owned), if operated by a Recruiting in Motion employee, will be adequately insured by the client with public liability, property damage, collision, fire and theft coverage, and that the employee and Recruiting in Motion shall have the full benefit and protection of such insurance.
* Acceptance of the services of our temporary Staff will be deemed acceptance of our terms.
* In Ontario, after six (6) months of temporary employment, the client may hire our Employee on a permanent basis at no further charge. Guarantee not applicable.
* Alternatively, the client may choose to pay Recruiting in Motion their permanent placement fee as per the services agreement. Should the employee be hired for any other position within the firm/company within a twelve month period, the employer/client is obligated to pay a placement fee in accordance with our permanent fee schedule.