



B@YS EMPLOYEE TIMESHEET
Bagg @ Your Service, a division of Bagg Inc.

PAYROLL@BAGG.COM
Head Office - Sterling Tower
372 Bay Street, Suite 2100
Toronto, ON, M5H 2W9
TEL: 416-863-1800
FAX: 416-350-9629

- **PLEASE PRINT AND BRING THIS TIMESHEET WITH YOU TO EVERY ASSIGNMENT.**
- **PLEASE FILL OUT THIS TIMESHEET COMPLETELY (ALL HIGHLIGHTED FIELDS) AND ACCURATELY RECORD ANY BREAKS TAKEN. HAVE THE CLIENT FILL OUT THE BOTTOM OF THIS PAGE.**
- **PLEASE ENSURE THE CLIENT/YOUR SUPERVISOR SIGNS OFF AND EMAIL TO PAYROLL@BAGG.COM IMMEDIATELY AFTER YOUR ASSIGNMENT IS COMPLETE.**
- **PLEASE NOTE: INNACURATE TIMESHEETS WITH MISSING CLIENT SIGNATURES WILL NOT BE ACCEPTED OR PROCESSED FOR PAYMENT.**

B@YS Representative Hours Worked

EMPLOYEE NAME (PLEASE PRINT)			Week Ending (Sunday's Date)	Employee # (if applicable)	Employee Signature	
Week Day	Month	Date	Start Time	Finish Time	Break/Lunch Deductions	Total Hours
Monday			AM / PM	AM / PM		
Tuesday			AM / PM	AM / PM		
Wednesday			AM / PM	AM / PM		
Thursday			AM / PM	AM / PM		
Friday			AM / PM	AM / PM		
Saturday			AM / PM	AM / PM		
Sunday			AM / PM	AM / PM		

***Do not exceed more than 13 hours per day and 60 hours per week as per ESA standards.**
***A minimum of 11 hours rest period is required between assignments as per ESA standards.**
***More information can be found at www.labour.gov.on.ca**

Client Authorization & Terms and Conditions

The following are the terms and conditions of the relationship of the Client with Bagg @ Your Service, a division of Bagg Inc., also referred to as B@YS. The Client hereby agrees:

- 1) That hours as reported hereon are correct and the work effected by the representative of B@YS has been satisfactory in all respects.
- 2) That the agreement between the Client and B@YS pertaining to any services performed or to be performed on our behalf by any representative of B@YS is as follows:
 - a) The B@YS representative will not be entrusted by the Client with cash negotiable instruments or other valuables and will not be left unattended at Client's premises. B@YS is not responsible for any illegal acts of B@YS representative on Client's Premises;
 - b) The Client will not, without the prior written consent of B@YS, authorize any B@YS representative to operate a motor vehicle or any form of machinery and if Client does so without the prior written consent of B@YS the Client waives any right of action or cause of action against B@YS arising therefrom;
 - c) The Client acknowledges that any loss or damage caused by any B@YS representative to any owned or leased motor vehicle of Client operated by the said B@YS representative will not be insured by B@YS or B@YS's insurer and any and all claims and damages arising due to bodily injury, property damage, public liability or any other damage whatsoever sustained or incurred as a result of a B@YS representative operating any such vehicles including any cost of defense thereof will be the sole responsibility of the Client;
 - d) B@YS shall not be liable for damages of any kind or nature arising out of this Agreement or the provision of services by B@YS representative that exceed the total amount paid by Client to B@YS relating to the provision of services hereunder;
 - e) Client is responsible for maintaining a safe and healthy work environment at Client's premises and Client shall fully indemnify B@YS from any and all claims, fines, penalties, damages and costs incurred by B@YS or to which B@YS might be liable as a result of Client's breach of applicable law or governmental regulation.

- 3) The Client will not use the services of this representative nor direct this representative to perform services for the client through another provider during the six month period beginning on the day on which the employee first began to perform work for the Client of the agency or its affiliates unless B@YS is duly compensated in accordance with B@YS's standard fee structure.
- 4) The Client agrees that a copy of this time sheet will be sufficient for invoicing purposes.
- 5) B@YS agrees to make good faith efforts to identify and assign appropriate personnel to perform tasks required by Client but B@YS makes no representation or warranty as to special skills or conduct or qualifications of B@YS representatives.
- 6) B@YS representatives shall not be deemed to be employees of Client; except where payrolled by the Client through B@YS. Services to be provided hereunder are temporary and non-permanent in nature.
- 7) The Client will give notice in lieu of pay where applicable or indemnify B@YS for severance or termination pay as per ESA (2000).

The foregoing provisions shall apply to B@YS placed independent contractors with appropriate changes in wording.

Client Company Name	
Department	Billing Code/PO#
Authorized Client Signature	
Authorized Client Name (PRINT)	
Date	Telephone Number

***Add travel time for each day worked below (1 hr for locations outside Toronto: _____ hour(s).**