



PERSONNEL LTD. 1240 BAY STREET, SUITE 805, TORONTO, ONT M5R 2A7 Tel: (416) 923-4397 Fax: (416) 923-9100

TDS EMPLOYEE: \_\_\_\_\_

PLEASE PRINT

SOCIAL INS. NO.: \_\_\_\_\_

WEEK ENDING: \_\_\_\_\_

PLEASE COMPLETE IN DETAIL

DATE	A.M. START	A.M. FINISH		P.M. START	P.M. FINISH	TOTAL DAILY HOURS	
PLEASE CHECK	<input type="checkbox"/> ASSIGNMENT COMPLETED <input type="checkbox"/> ASSIGNMENT CONTINUING					TOTAL HOURS	

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

AUTHORIZED CLIENT SIGNATURE: \_\_\_\_\_

PICK UP: YES NO

MAIL OUT: YES NO

POST TO DOOR: YES NO

Welcome to the **TEMPORARY DIVISION OF TDS PERSONNEL**  
Please read the enclosed literature for thorough instructions.

**TDS has voicemail 24 hours a day, 7 days a week. If you cannot attend your temporary assignment, please call and leave a message with main reception desk as well as your temporary consultant.**

**TIME SHEETS** must be faxed no later than Monday noon. Please call to confirm your fax was received. Late time sheets will be processed the following week.

Please complete the **ENTIRE** time sheet indicating Company name and address. Fill in each day you worked and add up each day correctly. Lunch hours are **NOT** paid. Total the hours for the week. One week (Monday-Friday) per time sheet.

Your time sheet **MUST** be signed by an authorized person, otherwise your cheque will not be released. You can call in your hours to the receptionist but your cheque will **NOT** be released until you provide us with a signed time sheet.

Please indicate if you would like your cheque to be mailed, picked up or posted to the door for after-hours pick up. TDS is not responsible for posted cheques. Cheques are ready for pick-up after 12:00 noon on Wednesdays and will be mailed Wednesday afternoon before 5:00 p.m.

If you do not have a TDS time sheet, call the receptionist to have one faxed to you. You can also download a time sheet from our Website: [www.tdspersonnel.com](http://www.tdspersonnel.com)

TDS Personnel endeavours to provide you with constant temporary assignments; however, a client has the right to cancel any assignment at anytime. **Please let us know as soon as possible if you are available to work next week.**

**TERMS & CONDITIONS OF SERVICE**

**TDS PERSONNEL POLICY**

All TDS Personnel candidates introduced or assigned to any Company and/or its subsidiaries are considered the employees of TDS Personnel for a (12) twelve-month period, after the last day of work. Therefore, a client is obliged to pay either a temporary or permanent placement fee (whichever is applicable), in the event that an employee of TDS is re-engaged by the client or its subsidiaries during the (12) twelve-month period. Similarly, a temporary or permanent fee is payable if TDS introduces or assigns an employee who is employed in any position in another firm to which the client may refer that employee within the (12) twelve-month period.

1. Invoice due upon receipt.
2. Minimum, daily charge per employee is 4 hours.
3. Statutory holidays will be charged in accordance with Labour Legislation.
4. Overtime will be charged in accordance with Labour Legislation.
5. TDS employees are not to be entrusted with the handling of cash, negotiables or valuables without prior written permission from TDS.

6. Client vehicles, if operated by TDS employees, will be fully insured by the client, including public liability, property damage, collision, fire and theft coverage, said employee is to have fun benefits and protection of such insurance.
7. Every effort shall be made by TDS to ensure high standards of integrity and reliability among our employees and to consistently provide staff in accordance with the client requirements.
8. TDS Personnel shall assume no responsibility for any loss, expense, damage or delays arising directly or indirectly as a result of failure to provide staff for an, or part of any assignment; or as a result of negligence or misconduct by TDS employee.
9. Employee names, addresses, phone numbers, social security numbers and any other personal information shall be treated as confidential by the employer and its employees.
10. By signing this time sheet you are accepting of all the terms and conditions as set out above by TDS Personnel Ltd. and you agreeing to the total number of hours stated.