

ProTemps Payroll Process

Fill Out Timesheet completely:

- 1) **Employee Name:** Fill in your FULL NAME in this section.
- 2) **Client/Company:** This is the name of the Client or Company you are working for.
- 3) **Week Ending Date:** Friday's Date of the week you are working, this is the ProTemps accounting period day.
- 4) Check the box for whether or not this specific assignment is continuing next week, or if you are finished.
- 5) Fill in all of the hours you have worked for each day. You can use one timesheet for up to one week (Monday – Sunday). However if you are working at multiple assignments each week, they each need their own separate timesheets!
- 6) Total your hours at the end of the week, separating regular hours and over-time hours.
- 7) **Client Approval:** Have your supervisor or manager sign, confirming your hours.

*Please do not include your lunch time in hours.

ALL TIMESHEETS ARE DUE IN THE APPROPRIATE PROMED OFFICE EVERY MONDAY BY NOON. NO EXCEPTIONS.

Your timesheets can be faxed, emailed to your recruiter, or delivered personally to your ProTemps office.

Fax to: Calgary	(403) 261-4766	Email to: calgary@protempscanada.com
Edmonton	(780) 426-3413	edmonton@protempscanada.com
Mississauga	(905) 270-4222	mississauga@protempscanada.com

If you do not get confirmation back from your fax machine, please phone in to ProTemps to make sure we have received your timesheet.

If the client, supervisor, or manager is not there to sign your timesheet please send it in before the deadline. Then, re-fax it as soon as possible when you have it signed.

Pay Day is on the following Friday after each week worked. If you do not receive your pay on Friday, please call the appropriate ProTemps office and ask for the payroll department.

Statutory Holiday Pay: To be eligible for statutory pay you must have worked 30 days within the last 12 months before the holiday for ProTemps. Also, you must have completed the scheduled shift before and after the holiday, and have worked at least 5 of the last 9 previous days that the holiday day fell upon.

Canadian Statutory Holidays in 2016

Holiday

	Date in 2016	Observance
New Year's Day	January 1, Friday	National
Islander Day	February 15, Monday	PEI
Louis Riel Day	February 15, Monday	MB
Joseph Howe Day	February 15, Monday	NS
Family Day	February 15, Monday (Feb 8 in BC)	BC, AB, SK, ON
Good Friday	March 25, Friday	National except QC
Easter Monday	March 28, Monday	QC
Victoria Day	May 23, Monday	National except NB, NS, NL
Aboriginal Day	June 21, Tuesday	NWT
St. Jean Baptiste Day	June 24, Friday	QC
Canada Day	July 1, Friday	National
Civic Holiday	August 1, Monday	AB, BC, SK, ON, NB, NU
Labour Day	September 5, Monday	National
Thanksgiving	October 10, Monday	National except NB, NS, NL
Remembrance Day	November 11, Friday	National except MB, ON, QC, NS
Christmas Day	December 25, Sunday	National
Boxing Day	December 26, Monday	ON