ALTER EGO PERSONNEL

payroll@alterego.jobs **Fax: 514-871-9817**

Employee Identification

Last 4 digits of your Social Insurance Number

Employee Name: _____

Company Name: _____

Day	In	Out	Total Hours	Less Lunch	Hours Worked
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Week Ending Sunday the: _____ / _____ / _____

Day / Month / Year

	+		=	
Regular Hours		Overtime		Total Hours

I certify that I have worked these hours and that I have read, understood and agreed to follow the instructions printed on this page.

X _____

Employee signature

Signature of duly authorized company representative indicates acceptance of client conditions as well as an approval of hours and quality of work.

X _____

Authorized Signature

Print Name

Phone Ext.

Cette feuille de temps est disponible dans les deux langues officielles. Si vous préférez la version française, veuillez suivre cet hyperlien : www.persalterego.com/feuille_de_temps.pdf

Employee responsibilities:

1. Please follow these instructions when filling out your timesheet:
   - Indicate Sunday's date as the week ending date.
   - Protect yourself from identity theft and only indicate the last 4 numbers of your Social Insurance Number. Verify that payroll has your complete number on file.
   - Remember to deduct time taken for lunch time from your total hours.
   - It is your responsibility to have your timesheet signed and approved by the authorized representative of the client firm to which you were assigned.
2. Notify your consultant at Alter Ego immediately if your job duties are greatly different than the one described to you by the Alter Ego consultant. Your pay rate may be affected.
3. The deadline for the reception of timesheets is the Tuesday noon of the week following that which you worked. Timesheets received after will result in your pay being delayed to the following week.
4. Overtime will be paid according to the policy set by the company to which you have been assigned by Alter Ego. According to the law, overtime is automatically paid (time and a half) after week of 40 hours worked in a week.
5. If you think you are going to be late for work, DO NOT CONTACT THE EMPLOYER DIRECTLY. Immediately call your consultant, and he/she will call the employer and let him/her know. Only call the employer if your counselor is not available.
6. Direct Deposit: Please send us a voided check which contains your name, the name of your bank, the bank transit number and your account number. Your pay will be deposited into your bank account on Thursdays.

Client responsibilities:

1. Pay all invoices and collection fees/costs incurred for the employee associated to this timesheet. Overtime hours will be billed at the same multiple as Alter Ego is legally required to apply to the pay rate.
2. Alter Ego personnel are assigned to the client based on a specific job description. Any changes may alter the pay and bill rates. All changes from the original agreement must be reviewed and approved by Alter Ego's representative.
3. Client agrees to be responsible for any Alter Ego employee on assignment. The client will provide a safe and legal workplace, will assume all risks inherent in its business and keep Alter Ego harmless from those risks.
4. The client will prevent, and bear the risk of employees traveling, operating vehicles or machinery, working in unsupervised premises, or handling cash, keys, negotiables, credit cards, check-writing materials, merchandise, or confidential information.
5. Client understands and accepts that Alter Ego accounting employees cannot either render a professional opinion on any financial statement on behalf of Alter Ego or sign their names or the Alter Ego name to any financial statement or any tax return while on assignment.
6. Neither Client nor Alter Ego will be liable to pay or indemnify the other for any incidental, consequential, exemplary, special, punitive, or lost profit damages or expenses.
7. The client agrees to give Alter Ego one (1) week advance notice of its intention to terminate an assigned employee having three (3) to twelve (12) months of uninterrupted service, and two (2) weeks advance notice in the case of an employee having one (1) to five (5) years of uninterrupted service.

Clients are billed only for the actual hours worked by assigned staff. However, there is a minimum charge of three (3) hours per day.

Temporary personnel assigned to our clients are considered employees of Alter Ego. Should the client, or a division or subsidiary hire said employee on a permanent or temporary basis within a twelve (12) month period of their last assignment, Alter Ego regular fees are applicable. These fees are calculated at 1% per $1,000 of salary with a minimum of 15% and a maximum of 30%. These fees apply in order to offset the considerable expense and revenue loss for the recruitment, evaluation and retention of its databases of assigned employees. Specific conditions may be altered by a written contract between the Client and Alter Ego.

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