



OPTIONS CONSULTING SOLUTIONS, 87 SCOLLARD STREET, TORONTO ON M5R 1G4
 PHONE: 416-926-8820 1-866-534-0107 FAX: 416-926-1977
 E-MAIL: options@optionscs.com

Week Ending DATE	Saturday,			Time Sheet
Candidate Name				
SIN				
Address				
Phone		Fax		
Options Consultant				
Client				
Address				
Department				

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Time In							
Lunch Out							
Lunch In							
Time Out							
Total							
Total Hours							
Total Hrs for Week							
Authorizers Name and Phone Number:							

Authorizers Signature:	
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Please check one of the following or cheque will be mailed:

<input type="checkbox"/> Direct Deposit	<input type="checkbox"/> Pickup	<input type="checkbox"/> Mail
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Please mail to:	
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NOTE: In order to receive your pay cheque on time, **your signed timesheet must be submitted to our office by Friday of the week you worked.** If submitted after Friday, your pay will go onto the next pay week. Please call reception at 416-926-8820 to verify that your timesheet has been received. **Please be sure to fill in all fields on your timesheet.** Failure to do so may result in delays of payment.

Are you moving? Please be sure to update address above!