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FOCUS ACCOUNTING

last name Twien						first name Eugene							date of birth 12/03/1996				job name University of Phoenix																		
loan-out name (if incorporated)												GST num SIN				job number 21-2284																			
full address 2585 Jane Street, Unit 37												city North York				province Ontario				postal code M3L1R8															
tel 647-303-6392						cell						prep rate				set rate \$250				department Production															
loan-out invoice number						employee/loan-out signature						HR DAY FLAT				HR DAY FLAT				job classification Production Assistantf															
WEEK 1						1ST MEAL				2ND MEAL				WRAP		WORK		MP		for accounting use only															
DAY		DATE		CALL		OUT		IN		OUT		IN				HOURS				ST		OTX 1.5		OTX 2.0		OTX 3.0		pay hours				line code			
SUN																1		2																	
MON																1		2																	
TUES																1		2																	
WED																1		2																	
THURS		Nov 18		6:30										6:30		12		1		2															
FRI																1		2																	
SAT																1		2																	
Payment cannot be made unless time card is completely filled and signed by employee/loan-out.										TOTAL WORK HOURS WEEK ABOVE																									
										TOTAL PAY HOURS WEEK ABOVE																									
WEEK 2						1ST MEAL				2ND MEAL				WRAP		WORK		MP		for accounting use only															
DAY		DATE		CALL		OUT		IN		OUT		IN				HOURS				ST		OTX 1.5		OTX 2.0		OTX 3.0		pay hours				line code			
SUN																1		2																	
MON																1		2																	
TUES																1		2																	
WED																1		2																	
THURS																1		2																	
FRI																1		2																	
SAT																1		2																	
Employment insurance requires that all hours are documented for flat, daily and hourly work.										TOTAL WORK HOURS WEEK ABOVE																									
										TOTAL WORK HOURS WEEK ABOVE																									
PRODUCTION USE ONLY										OTHER EARNINGS										ACCOUNTING USE ONLY															
WAGES		units		rate		amount		line code		description		rate		units		amount		line code		description		amount													
										car rental																									
										cell phone																									
										kit rental																									
TOTAL										TOTAL										TOTAL															
APPROVALS																																			
pm:					producer:					accounting:					comment:																				