

REPORTING YOUR HOURS

When do I report my hours?

Our payroll cycle runs from Saturday to Friday.

- **If you are on a bi-weekly pay cycle**, TES MUST receive your approved timesheet and invoice before 5pm EST on the Monday following the end of your pay period (see biweekly pay calendar provided at orientation.)


Hours received after the deadline will be processed the following pay cycle.

How do I report my hours?

There are three ways for reporting your hours: Timeonline, Fax your timesheet or emailing for your timesheet.


Timeonline

- allows you to complete your hours electronically on line.
- You will have one timesheet for each biweekly pay period.
- You can save incomplete timesheets as often as you like. Once the timesheet is completely filled out, you must submit it.
- Once you submit your hours they are automatically forwarded to the Person(s) who are authorized to approve your hours.
 - a. you can view the status of your time sheet

02/04/2011	15/04/2011	44	 Processed
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- b. or by going into the actual timesheet – at the bottom of the sheet you will find the entire status history

Document History

Date	User	Status
12/04/2011 10:23:15 AM EST	system	 Open
26/04/2011 4:06:45 PM EST	jdoe	 Submitted
26/04/2011 4:09:46 PM EST	jdoe1	 Approved

- c. your **Name:** and the **Client:** at which you are working and your approving manager(s) will appear in the upper left-hand corner of your electronic timesheet.

Pay Period: **Apr 30, 2011 - May 13, 2011**

Contractor: **Doe, John** ✉ johndoe@timeonline.ca

Payroll #: **1111**

Client: **TES**

Approving Managers: **Doe, Jane** ✉ janedoe@timeonline.ca

- d. There is a Legend at the top of the timesheet.

Rate Code Legend

- RG: Regular Hours
- R1: Overtime 1
- PS: Pager Shifts

- e. This shows what hours you can enter into Timeonline. You can enter your hours on a daily, weekly, biweekly basis in this field

Date	RG	R1	PS	Total	Comments
Saturday 30/04/2011				0.00	
Sunday 01/05/2011				0.00	
Monday 02/05/2011				0.00	
Tuesday 03/05/2011				0.00	
Wednesday 04/05/2011				0.00	
Thursday 05/05/2011				0.00	
Friday 06/05/2011				0.00	
Saturday 07/05/2011				0.00	
Sunday 08/05/2011				0.00	
Monday 09/05/2011				0.00	
Tuesday 10/05/2011				0.00	
Wednesday 11/05/2011				0.00	
Thursday 12/05/2011				0.00	
Friday 13/05/2011				0.00	
Timesheet Totals:	0.00	0.00	0.00	0.00	

General Comments:

The system totals the timesheet for you. Once your hours have been entered, press the save and submit button to send your timesheet to your approving manager. You can save or also print a copy of your timesheet for your records by clicking "View PDF".

 **Save**

 **Save and Submit** Please complete the entire time sheet before submitting.

Invoice

Do I need to include an invoice? “YES”

If you are a Sole Proprietor, Partnership or Incorporation, you must Upload a copy of your invoice to Timeonline for the pay period being billed.

- Your name
- Your trade/business name and GST number
- Hourly rate
- Hours - both regular and overtime (if applicable)
- Any pager shifts worked (if applicable)
- GST total (if applicable, see item below) on a separate line
- Total fee for the week

SAMPLE INVOICE: Name and Hours will vary for each individual

Mr. John Smith

Week Ending April 28, 2011

J.S. DESIGN SERVICES INC.

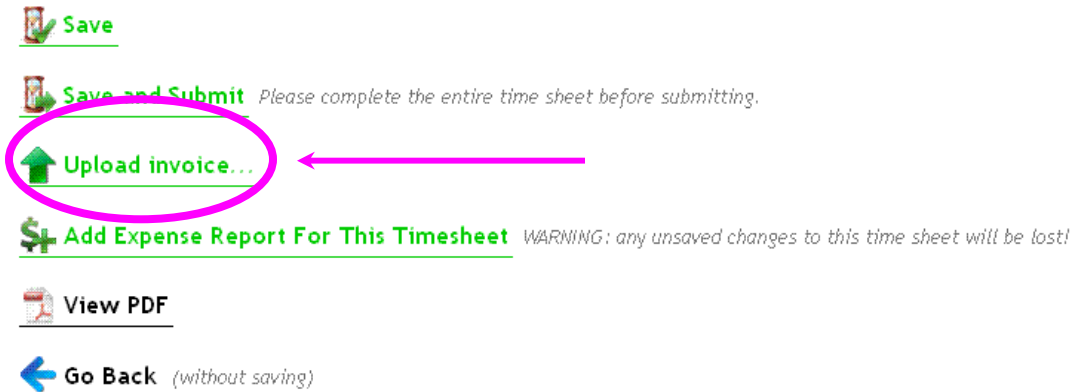
In Account with T.E.S. Contract Services Inc.

	REG	40 hours @ \$10.00/hour	40 x 10	\$400.00
	HST/ GST	12% in BC -- 13% in On in the other provinces it's still 5%	12% = 48 13% = 52 5% = 20	\$ 52.00
G.S.T. REGISTRANT NUMBER: 123 456 789		TOTAL:		\$452.00

If you do not provide TES with this document it will delay the processing of your payment.

To Upload Invoice Copies

To upload your invoice, the feature appears at the bottom of your time sheet



Once the Upload invoice button has been clicked, this screen will appear showing the options for file types.

Upload File ✕

Choose file: **Choose File** **No file chosen**

Description:

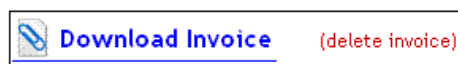
Please note the addition of ZIP files to the allowed file types.
Allowed file types: jpg, gif, png, doc, docx, xls,xlsx, pdf, tif, zip.

Please note that all files can be viewed/downloaded by the contractor and employees of TES - The Employment Solution.

Upload

Cancel

If you have to make a correction to your invoice, you must delete the current version and upload a new one.



Please note the new icon of a [blue paper clip](#) on the right side. When this icon is fully visible, it indicates that you have already attached your invoice to this particular time sheet. If the icon is faded, then you have still not done so, and your payment will not be processed until you have.

Timesheet Search Results (3 items)						
Contractor	Client	Start	End	Hours	Status	Actions
Doe, John 0000	TES	05/02/2011	18/02/2011	0	● Open	    
Doe, John 0000	TES	22/01/2011	04/02/2011	80	● Submitted	    
Doe, John 0000	TES	08/01/2011	21/01/2011	80	● Submitted	    

Once this has been done, if you check your submitted timesheet PDF this notation will appear above the Document History

Invoice Attached with a notation as to who uploaded the invoice and the date.



You can also do your expenses and upload the matching receipts.

FAXING OR EMAILING YOUR TIMESHEETS

2. **Faxing or emailing in your timesheet** -- to your local branch, using the fax number on your timesheet or email address that was provided by your branches Administrator, BEFORE 9am EST on the Monday following your pay period. To be processed, the timesheet MUST include:
- your payroll number
 - the ending date for your pay period
 - the total hours worked
 - signatures by you and an authorized representative of the client

Note that Friday and Monday are high-traffic times for timesheets arriving at our fax machines; if possible, fax your timesheet over the weekend.

If you are unable to submit your timesheet by the deadline, please contact your branch to make alternate arrangements.

You can also email your timesheet to (payroll@tes.net) along with a copy of your invoice that matches your timesheet (see example shown below). Your invoice must include:

SAMPLE INVOICE: Name and Hours will vary for each individual

Mr. John Smith

Week Ending April 28, 2011

J.S. DESIGN SERVICES INC.

In Account with T.E.S. Contract Services Inc.

	REG	40 hours @ \$10.00/hour	40 x 10	\$400.00
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G.S.T. REGISTRANT NUMBER: 123 456 789		TOTAL:		\$452.00

If you do not provide TES with this document it will delay the processing of your hours.

Should you require further assistance, please contact our payroll department at (416) 482-2420 or support@timeonline.ca.

RECEIVING YOUR PAYMENT

Choosing your payment option (direct deposit or cheque)

Please inform your TES representative of your choice of payment option. We recommend direct deposit, as being the least subject to possible delays.

- **Direct Deposit**

To receive direct deposit, you must provide TES with a void cheque. If payment is being made to your company, the company name must appear on the cheque.

Direct deposit transfers are processed the Wednesday morning after the pay period; funds will be deposited in your account on Friday.

- **Cheque**

A cheque can be mailed to you, or you can pick it up at a TES office.

- Mailed: your cheque will be mailed from the Toronto head office on Tuesday or from your local branch on Wednesday. Keep in mind we cannot control how long it will take in reaching you.
- Pickup: you can pick up your cheque from the Toronto head office after 4pm EST on Tuesday, or from your local branch, on Wednesday afternoon. You must make these arrangements with the branch to report to.
- Note that there may be occasional delays in cheques arriving at your local branch due to courier delays. TES has no control over these delays and cannot be held responsible for them.

What should I do when my payroll information changes?

Contact your reporting to branch immediately when any of the following information changes:

- business or employment status (sole proprietor to incorporated)
- new GST/HST/QST number
- change of address
- change of banking information
- tax deduction changes

What should I do if I think a cheque is lost or missing?

Contact the branch you report to as soon as possible. A stop payment on the cheque cannot be processed until two weeks after the cheque was mailed. Then there is a waiting period to confirm that the cheque has not been cashed – usually several days. A replacement cheque cannot be issued until the stop payment has been processed and we have verified that the cheque has not been cashed.

How do I know if I need to charge GST/HST?

If you earn more than \$30,000 (total) in four consecutive quarters, you must register for GST/HST. Inform TES when you are registered for GST/HST, and provide us with your GST/HST number and with the activation date. TES will not pay GST/HST prior to activation of your GST/HST number. You should also make sure that your GST/HST # now appears on your invoice. Contact your branch immediately if you do not receive GST on your first payment. Please contact the GST/HST Hotline directly at 1-800-959-5525 if you have any questions regarding GST/HST registration or remittances. Every GST/HST number must be checked with the **CRA GST/HST Registry**. If upon check we find that your number is not valid we will inform you of this right away. We will not reimburse you until your number validates.

What government deductions will be taken from my payments?

If you are a sole proprietor (not incorporated or in a legal partnership), TES must deduct CPP and EI from your payments.

SEE CRA ruling below:

Placement and employment agency workers

The following guidelines apply to workers engaged by placement or employment agencies:

An agency that places workers in an employment under the direction and control of a client of the agency and where the agency pays the worker; the agency is required to deduct CPP contributions and EI premiums, but not income tax. The agency has to prepare a T4 slip for the worker.

TES will issue a T4 by February 28th the following year. A code "11" will be put in box 29, indicating that you are a self-employed contractor. You will not see an amount in box 14, however, under "Other Information" you should see box 81 with an amount beside it – this amount represents your business income billed for the current year of services provided.

You may also require a T2200 in order to claim your expenses. Contact TES Finance and Administration at 416-482-2420 or accounting@tes.net to request a T2200.