### **APPENDIX D - Monthly Reporting Form For Temporary Help Service Assignments**

An electronic copy of an Excel spreadsheet in the format below is to be submitted monthly, within four working days following the end of the reporting month

The spreadsheet is to provide details of each assignment completed during the reporting month Assignments still underway at the end of the month are to be

reported when completed

CSA No. CSA-000422 Agency Holding CSA Angus One Professional Rec Ltd.

Month May-11

	Company Name	CSA #	Start Date	End Date	Surname	First Name	Ministry	Division/ Branch	Ministry Address		Classi-fication	Excluded	Total	Hourly	Total O/T	Hourly	Total O/T	Hourly	Total	1%
							-		-			Position?	Hours	Rate at	Hours	Overtime	Hours	Overtime	Billing	Admin
									work city	work address		Yes/No				Rate #1		Rate #2		Fee
													Regular		Overtime		Overtime			
													Time		Rate #1		Rate # 2			
1	Angus One	CSA-000422	2-May-11	2-May-11			BC Securities Commission	Operations	Vancouver	12th Floor, 701 W. Georgia Street	Reception	No	7.00	\$23 20			Ī	Ĩ	\$162.40	\$1 62
2	Angus One	CSA-000422	27-May-11	27-May-11			Ministry of Children and Family Development	Operations	New Westminster	201 - 237 E Columbia Street	R H-OA7	No	7.00	\$18 99					\$132.93	\$1 33
3	Angus One	CSA-000422	4-May-11	4-May-11			Ministry of Children and Family Development	Operations	Vancouver	250 - 800 Hornby Street	RGE-OA7	No	7.00	\$18 99					\$132.93	\$1.33
4	Angus One	CSA-000422	6-May-11	6-May-11			Ministry of Children and Family Development	Operations	Vancouver	250 - 800 Hornby Street	RGE-OA7	No	7.00	\$18 99					\$132.93	\$1.33
5	Angus One	CSA-000422	13-May-11	13-May-11			Ministry of Children and Family Development	Operations	Vancouver	250 - 800 Hornby Street	RGE-OA7	No	7.00	\$18 99					\$132.93	\$1.33
6	Angus One	CSA-000422	18-May-11	24-May-11		S22	Ministry of Children and Family Development	Operations	Vancouver	250 - 800 Hornby Street	RGE-OA7	No	21.00	\$18 99					\$398.79	\$3.99
7	Angus One	CSA-000422	24-May-11	24-May-11		322	Ministry of Children and Family Development	Operations	Vancouver	105 - 5550 Fraser Street	RGG-OA7	No	7.00	\$18 99					\$132 93	\$1.33
8	Angus One	CSA-000422	4-May-11	5-May-11			Ministry of Children and Family Development	Operations	Vancouver	5th Floor, 1177 West Broadway	RKG-OA7	No	14.00	\$18 99					\$265.86	\$2 66
9	Angus One	CSA-000422	24-May-11	26-May-11			Ministry of Children and Family Development	Operations	Vancouver	9th Floor, 1177 West Broadway	RKC-OA7	No	14.00	\$18 99					\$265.86	\$2 66
10	Angus One	CSA-000422	12-May-11	12-May-11			Ministry of Children and Family Development	Operations	Port Moody	300 - 3003 St. Johns Street	HDK-OA7	No	6.00	\$18 99					\$113.94	\$1.14
11	Angus One	CSA-000422	27-May-11	27-May-11			Ministry of Children and Family Development	Operations	Port Moody	300 - 3003 St. Johns Street	HDK-OA7	No	4.00	\$18 99					\$75.96	\$0.76
	Totals											1	101.00					1	\$1,947.46	\$19.47



An electronic copy of an Excel spreadsheet in the format below is to be submitted monthly, within four working days following the end of the reporting month.

Enter information for each Referral request, listing all candidates referred to the Province, including those who were not hired.

The spreadsheet is also to include temporary help workers retained by the Ministry (i.e. hired as an auxiliary employee). If a temporary help worker is retained retained complete all fields and note the Retained Hire Fee in the Retained Hire Fee Section.

CSA No.	CSA-000422	CSA-000422	CSA No.
Agency Holding CSA	Angus One Professional Recruitment	Angus One Professional Recruitment	Agency Holding CSA
Month	May-11	May-11	Month

# **Auxiliary Referrals**

	Company Name	MSO #	Date	Ministry	Division/ Branch	Ministry Add	ress		Excluded	Referral Surname	Referral First	Hired?	Rate	Date
			Referral Request Received			Work City	Work Address	Requested	Position? Yes/No		Name	Y/N	Charged	Referral Request Closed
1														
2														
3														<b>_</b>
4														<b>_</b>
5														<u> </u>
6														<u> </u>
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An electronic copy of an Excel spreadsheet in the format below is to be submitted monthly, within four working days following the end of the reporting month.

Enter information for each Referral request, listing all candidates referred to the Province, including those who were not hired.

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CSA No.	CSA No.
Agency Holding	Agency Holding CSA
CSA	
Month	Month

#### **Regular Referrals**

	Company Name	Date	Ministry	Division/ Branch	Ministry Addr	ess			Referral Surname	Referral First	Hired?	Rate Charged	Date
		Referral			Work City	Work Address	fication	Position?		Name	Y/N		Referral
		Request Received					Requested	Yes/No					Request Closed
		Received											Closed
1													
2													
2 3 4													
4													
5 6													
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An electronic copy of an Excel spreadsheet in the format below is to be submitted monthly, within four working days following the end of the reporting month.

Enter information for each Referral request, listing all candidates referred to the Province, including those who were not hired.

The spreadsheet is also to include temporary help workers retained by the Ministry (i.e. hired as an auxiliary employee). If a temporary help worker is retained retained complete all fields and note the Retained Hire Fee in the Retained Hire Fee Section.

CSA No.		 CSA No.
Agency Holding		Agency Holding CSA
CSA		 _
Month		Month

	Company Name		End Date of	Effective Date	Ministry	Division/ Branch	Ministry Add	lress	Classi-	Excluded	Referral First	Retained
		Request	Assignment as temporary worker	of Auxiliary Hire			Work City	Work Address	fication	Position? Yes/No	Name	Hire Fee Charged
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# **APPENDIX D**

# Monthly Reporting Form for Temporary Help Service Assignments

An electronic copy of an Excel spreadsheet in the format below is to be submitted monthly, within four working days following the end of the reporting month.

The spreadsheet is to provide details of each assignment completed during the reporting month. Assignments still underway at the end of the month are to be reported when completed.

CSA No. **ON-001983** 

Offeror Holding CSA : Hunt Personnel/Temporarily Yours Month: May-11

Company	CSA #	Start Date	End Date	Surname	First Name	Ministry	Division/	Ministry	Address	Classi- fication	Excluded Position?	Total Hours Worked	Hourly Rate at Regular	Total O/T Hours	Hourly Overtime	Total O/T Hours	Hourly Overtime	Total Billing	1% Admin Fee
Name							Branch			neation	Yes/No	Regular Time	Time	Worked @ Overtime	Rate #1	Worked @ Overtime	Rate #2		166
								Work City	Work Address			TITLE		Rate #1		Rate # 2			
Temporarily Yours	ON-001983	2011-05-16	2011-06-17	3 Temps	Covering 1 PO	Ministry of Children		Burnaby	3405 Willingdon Avenue	OAR7		55.5	23.20					1,287.60	12.88
Temporarily Yours	ON-001983	2011-05-06	2011-06-03			Public Guardian & Trustee		Vancouver	808 W. Hastings St	R11		119	29.00					3,451.00	34.51
Temporarily Yours	ON-001983	2011-05-16	2011-06-16	s	522	Public Guardian & Trustee		Vancouver	808 W. Hastings St	R9		77	27.55					2,121.35	21.21
Temporarily Yours	ON-001983	2011-05-12	2011-05-27			Public Guardian & Trustee		Vancouver	808 W. Hastings St	R9		73.5	27.55					2,024.93	20.25
Temporarily Yours	ON-001983	2011-05-17	2011-05-17			Ministy of Social Dev	Employment & Labour Mkt Serv	Vancouver	1050 W. Pender St	OAR7		8	23.20					185.60	1.86
Totals												333		0.00		0.00		9,070.48	90.70

# **APPENDIX E**

# Monthly Reporting Form For Auxiliary Referrals/Retained Hires

An electronic copy of an Excel spreadsheet in the format below is to be submitted monthly, within four working days following the end of the reporting month.

Enter information for each Referral request, listing all candidates referred to the Province, including those who were not hired.

The spreadsheet is also to include temporary help workers retained by the Ministry (i.e. hired as an auxiliary employee). If a temporary help worker is retained complete all fields and note the Retained Hire Fee in the Retained Hire Fee Section.

May-11

Name of Offeror Holding CSA: Hunt Personnel/Temporarily Yours Month:

#### Auxiliary Referrals

ſ	Company Name	CSA #	Date	Ministry	Division/	Ministry	Address	Classi-	Excluded	Referral	Referral	Hired?	Rate	1% Admin	Date
			Referral					fication	Position?				Charged	Fee	Referral
			Request		Branch			Requested	Yes/No	Surname	First Name				Request
			Received												Closed
						Work City	Work	1				Y/N			
							Address								

Company Name	CSA #	Date of	End Date of	Effective	Ministry	Division/	Ministry	Address	Classi-	Excluded	Referral	Referral	Retained	1% Admin
		Request	Assignment	Date of					fication	Position?			Hire Fee	Fee
			as	Auxiliary									Charged	
			temporary	Hire										
			worker			Branch	Work City	Work		Yes/No	Surname	First Name		
							_	Address						

### **APPENDIX D - Monthly Reporting Form For Temporary Help Service Assignments**

An electronic copy of an Excel spreadsheet in the format below is to be submitted monthly, within four working days following the end of the reporting month

The spreadsheet is to provide details of each assignment completed during the reporting month Assignments still underway at the end of the month are to be

reported when completed

CSA No. CSA-000422 Agency Holding CSA Angus One Professional Rec Ltd. Month Jun-11

CSA-000422	CSA No.
Angus One Professional Rec Ltd.	Agency Holding CSA
Jun-11	Month

	Company Name	CSA #	Start Date	End Date	Surname	First Name	Ministry	Division/ Branch	Ministry Address		Classi-fication		Total	Hourly	Total O/T	Hourly	Total O/T Hours		Total	1%
									work city	work address		Position? Yes/No	Hours Worked Regular Time		Hours Worked @ Overtime Rate #1	Overtime Rate #1	Worked @ Overtime Rate # 2	Overtime Rate #2	Billing	Admin Fee
1	Angus One	CSA-000422	16-May-11	3-Jun-11			Ministry of Children and Family Development	Operations	North Vancouver	#304-221 West Esplanade	RZA-OA7	No	98 00	\$18.99					\$1,861 02	\$18 61
2	Angus One	CSA-000422	-	14-Jun-11			Ministry of Children and Family Development	Operations	Vancouver	8th Floor, 1177 West Broadway	RBD-OA7	No	5 50	\$18.99						\$1 04
3	Angus One	CSA-000422		30-Jun-11			Ministry of Children and Family Development	Operations	North Vancouver	#301-224 West Esplanade	RZB-OA7	No	104.50	\$18.99					\$1,984.46	-
4	Angus One	CSA-000422		30-Jun-11			Ministry of Children and Family Development	Operations	Vancouver	#250-800 Hornby Street	RGE-OA7	No	7 00	\$18.99					\$132 93	\$1 33
5	Angus One	CSA-000422		16-Jun-11			Ministry of Children and Family Development	Operations	Vancouver	2411 E. Pender Street	RFJ-OA7	No	7 00	\$18.99					\$132 93	\$1 33
6	Angus One	CSA-000422	2-Jun-11	7-Jun-11			Ministry of Children and Family Development	Operations	Vancouver	5050 Joyce Street	RFD-OA7	No	30 00	\$18.99					\$569.70	\$5.70
7	Angus One	CSA-000422	31-May-11	2-Jun-11			Ministry of Children and Family Development	Operations	Vancouver	9th Floor, 1177 West Broadway	RKC-OA7	No	14 00	\$18.99					\$265 86	\$2 66
8	Angus One	CSA-000422	15-Jun-11	15-Jun-11			Ministry of Children and Family Development	Operations	Port Moody	300 - 3003 St. Johns Street	HDQ-OA7	No	4 50	\$18.99					\$85.46	\$0 85
9	Angus One	CSA-000422	24-Jun-11	24-Jun-11	S	322	Ministry of Children and Family Development	Operations	Vancouver	3455 Victoria Drive	RFL-OA7	No	7.75	\$18.99					\$147.17	\$1.47
10	Angus One	CSA-000422	10-Jun-11	10-Jun-11			Ministry of Children and Family Development	Operations	Coquitlam	644 Poirier Sreet	HDL-OA7	No	4 00	\$18.99					\$75 96	\$0.76
	Angus One	CSA-000422	22-Jun-11	27-Jun-11			Ministry of Children and Family Development	Operations	Port Moody	300 - 3003 St. Johns Street	HDK-OA7	No	23.75	\$18.99					\$451 01	\$4 51
12	Angus One	CSA-000422	23-Jun-11	23-Jun-11			Ministry of Children and Family Development	Operations	Vancouver	5050 Joyce Street	RFD-OA7	No	4 00	\$18.99					\$75 96	\$0.76
	Angus One	CSA-000422	29-Jun-11	29-Jun-11			Ministry of Children and Family Development	Operations	Coquitlam	#200 - 906 Roderick Avenue	HCA-OA7	No	7 50	\$18.99					\$142.43	\$1.42
14	Angus One	CSA-000422	10-Jun-11	10-Jun-11			Ministry of Children and Family Development	Operations	Vancouver	250 - 800 Hornby Street	RGE-OA7	No	7 00	\$18.99					\$132 93	\$1 33
	Angus One	CSA-000422		17-Jun-11			Ministry of Children and Family Development	Operations	Vancouver	2nd Floor, 550 Cambie Street	RFH-OA7	No	42 50	\$18.99					\$807 08	\$8 07
16	Angus One	CSA-000422	27-Jun-11	30-Jun-11			Ministry of Children and Family Development	Operations	Burnaby	#240 - 4680 Kingsway	HGC-OA7	No	30 00	\$18.99						\$5.70
	Totals												397.00						\$7,539.03	\$75.39

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Enter information for each Referral request, listing all candidates referred to the Province, including those who were not hired.

The spreadsheet is also to include temporary help workers retained by the Ministry (i.e. hired as an auxiliary employee). If a temporary help worker is retained retained complete all fields and note the Retained Hire Fee in the Retained Hire Fee Section.

CSA No.	CSA-000422	CSA-000422	CSA No.
Agency Holding CSA	Angus One Professional Recruitment	Angus One Professional Recruitment	Agency Holding CSA
Month	Jun-11	Jun-11	Month

# **Auxiliary Referrals**

	Company Name	MSO #	Date	Ministry	Division/ Branch				Excluded	Referral Surname		Hired?	Rate Charged	Date
			Referral Request			Work City	Work Address	Requested	Position? Yes/No		Name	Y/N		Referral Request
			Received						100/110					Closed
1														1
2														
3														
4														
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Enter information for each Referral request, listing all candidates referred to the Province, including those who were not hired.

The spreadsheet is also to include temporary help workers retained by the Ministry (i.e. hired as an auxiliary employee). If a temporary help worker is retained retained complete all fields and note the Retained Hire Fee in the Retained Hire Fee Section.

CSA No.	CSA No.
Agency Holding CSA	Agency Holding CSA
Month	Month

### **Regular Referrals**

	Company Name	MSO #		Ministry	Division/ Branch				Excluded	Referral Surname		Hired?	Rate Charged	Date
			Referral Request Received			Work City	Work Address	fication Requested	Position? Yes/No		First Name	Y/N		Referral Request Closed
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An electronic copy of an Excel spreadsheet in the format below is to be submitted monthly, within four working days following the end of the reporting month.

Enter information for each Referral request, listing all candidates referred to the Province, including those who were not hired.

The spreadsheet is also to include temporary help workers retained by the Ministry (i.e. hired as an auxiliary employee). If a temporary help worker is retained retained complete all fields and note the Retained Hire Fee in the Retained Hire Fee Section.

CSA No.	CSA No.
Agency Holding CSA	Agency Holding CSA
Month	Month

	Company Name			Effective	Ministry	Division/ Branch	Ministry Add	ress	Classi-	Excluded	Referral		Retained
				Date of			Work City	Work Address			Surname	Name	Hire Fee
			as temporary worker	Auxiliary Hire						Yes/No			Charged
			WORKER										
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# **APPENDIX D**

# Monthly Reporting Form for Temporary Help Service Assignments

Jun-11

An electronic copy of an Excel spreadsheet in the format below is to be submitted monthly, within four working days following the end of the reporting month.

The spreadsheet is to provide details of each assignment completed during the reporting month. Assignments still underway at the end of the month are to be reported when completed.

CSA No. **ON-001983** 

Offeror Holding CSA : Hunt Personnel/Temporarily Yours Month:

Company	CSA #	Start Date	End Date	Surname	First Name	Ministry	Division/	Ministry	Address	Classi-			Hourly Rate	Total O/T	Hourly	Total O/T		Total Billing	
Name							Branch			fication	Position? Yes/No	Worked Regular	at Regular Time	Hours Worked @	Overtime Rate #1	Hours Worked @	Overtime Rate #2		Fee
			1					Work City	Work Address			Time		Overtime Rate #1		Overtime Rate # 2			
Temporarily Yours	ON-001983	2011-05-16	2011-06-17	3 Temps	Covering 1 PO	Ministry of Children		Burnaby	3405 Willingdon Avenue	OAR7		81.5	23.20					1,890.80	18.91
Temporarily Yours	ON-001983	2011-06-06	2011-06-17			Ministry of Transportati on	Motor Carrier Branch	Burnaby	4240 Manor Street	OAR7		70	23.20					1,624.00	16.24
Temporarily Yours	ON-001983	2011-05-06	2011-06-03		S22	Public Guardian & Trustee		Vancouver	808 W. Hastings St	R11		21	29.00					609.00	6.09
Temporarily Yours	ON-001983	2011-05-16	2011-06-10			Public Guardian & Trustee		Vancouver	808 W. Hastings St	R9		49	27.55					1,349.95	13.50
Temporarily Yours	ON-001983	2011-06-13	2011-06-17			Public Guardian & Trustee		Vancouver	808 W. Hastings St	R9		27.5	27.55					757.63	7.58
Totals												249		0.00		0.00		6,231.38	62.31

# **APPENDIX E**

# Monthly Reporting Form For Auxiliary Referrals/Retained Hires

An electronic copy of an Excel spreadsheet in the format below is to be submitted monthly, within four working days following the end of the reporting month.

Enter information for each Referral request, listing all candidates referred to the Province, including those who were not hired.

The spreadsheet is also to include temporary help workers retained by the Ministry (i.e. hired as an auxiliary employee). If a temporary help worker is retained complete all fields and note the Retained Hire Fee in the Retained Hire Fee Section.

Jun-11

Name of Offeror Holding CSA: Hunt Personnel/Temporarily Yours Month:

#### Auxiliary Referrals

Γ	Company Name	CSA #	Date	Ministry	Division/	Ministry	Address	Classi-	Excluded	Referral	Referral	Hired?	Rate	1% Admin	Date
			Referral					fication	Position?				Charged	Fee	Referral
			Request		Branch			Requested	Yes/No	Surname	First Name				Request
			Received												Closed
						Work City	Work					Y/N			
							Address								

-	, , , , , , , , , , , , , , , , , , ,															
	Temporarily Yours	ON-0001983	Date of	End Date of	Effective	Public	Division/	700-808 W	. Hastings	Clerk Steno	Excluded	S	22	675	1% Admin	1
			Request	Assignment	Date of	Guardian &		Str	eet	11	Position?				Fee	1
				as	Auxiliary	Trustee										1
				temporary	Hire											1
				worker	2011-06-06		Branch	Vancouver	Work		Yes/No	Surname	First Name		6.75	1
									Address							ĺ

### CSA # Offeror Holding CSA Month

Company Name	CSA #	Start Date	End Date	Surname	First Name	Ministry	Ministry Address		Classification	Position?		Rate at	Hours	Hourly Overtime Rate #1	Hours	Hourly Overtime Rate #2	Total Billing	1% Admin Fee
							Work City	Work Address										
Altis Human Resources Inc.	CS- 000579		2011-07-13	S2	2	MCFD	Burnaby	7900 Fraser Park Way	Office Assistant 7		21	\$ 13.96	0	0	0	0	\$ 293.16	\$ 2.93

Totals

 21
 0
 0
 \$ 293.16
 \$ 2.93

# **APPENDIX D - Monthly Reporting Form For Temporary Help Service Assignments**

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reported when completed.

CSA No.	CSA-000573
Agency Holding CSA	Angus One Professional Rec Ltd.
Month	Jul-11

Agency Holdin Month	g CSA Angus One Jul-11	Profession	nal Rec Ltd.	<u> </u>										Angus O Jul-11	ne Profess	ional Rec L	Agency H Month	lolding CSA	
Wiontin	Jui-TT			_										Jui-TT					
Company Name	CSA #	Start Date	End Date	Surname	First Name	Ministry	Division/ Branch	Ministry Address		Classi-fication	Excluded Position?	Total Hours	Hourly Rate at	Total O/T Hours	Hourly Overtime	Hours	Hourly Overtime	Total Billing	1% Admin Fee
								work city	work address		Yes/No	Worked Regular Time	Regular Time	Worked @ Overtime Rate #1	Rate #1	Worked @ Overtime Rate # 2	Rate #2		
1 Angus One	CSA-000422	28-Jul-11	28-Jul-11			Ministry of Children and Family Development	Operations	Vancouver	#105 - 5550 Fraser Street	RGG-OA7	No	5.50	\$18.99					\$104.45	\$1.04
2 Angus One	CSA-000422	13-Jun-11	25-Jul-11			Ministry of Children and Family Development	Operations	North Vancouver	#304-221 West Esplanade	RZA-OA7	No	210.00	\$18.99					\$3,987.90	\$39.88
3 Angus One	CSA-000422	28-Jul-11	29-Jul-11			Ministry of Children and Family Development	Operations	Vancouver	3455 Victoria Drive	RFL-OA7	No	14.00	\$18.99					\$265.86	\$2.66
4 Angus One	CSA-000422	11-Jul-11	29-Jul-11			Ministry of Children and Family Development	Operations	North Vancouver	#301-224 West Esplanade	RZB-OA7	No	37.50	\$18.99					\$712.13	\$7.12
5 Angus One	CSA-000422	6-Jul-11	12-Jul-11			Ministry of Children and Family Development	Operations	Vancouver	2411 East Pender Street	RFJ-OA7	No	33.50	\$18.99					\$636.17	\$6.36
6 Angus One	CSA-000422	21-Jul-11	29-Jul-11			Ministry of Children and Family Development	Operations	North Vancouver	#301-224 West Esplanade	RZB-OA7	No	45.00	\$18.99					\$854.55	\$8.55
7 Angus One	CSA-000422	4-Jul-11	29-Jul-11			Ministry of Children and Family Development	Operations	Vancouver	10th Floor, 1177 West Broadway	RHK-OA7	No	140.00	\$18.99					\$2,658.60	\$26.59
8 Angus One	CSA-000422	4-Jul-11	5-Jul-11			Ministry of Children and Family Development	Operations	Vancouver	#250-800 Hornby Street	RGE-OA7	No	14.00	\$18.99					\$265.86	\$2.66
9 Angus One	CSA-000422	12-Jul-11	12-Jul-11			Ministry of Children and Family Development	Operations	Vancouver	#250-800 Hornby Street	RGE-OA7	No	7.00	\$18.99					\$132.93	\$1.33
10 Angus One	CSA-000422	22-Jul-11	22-Jul-11		S22	Ministry of Children and Family Development	Operations	Vancouver	#250-800 Hornby Street	RGE-OA7	No	7.00	\$18.99					\$132.93	\$1.33
11 Angus One	CSA-000422		29-Jul-11			Ministry of Children and Family Development	Operations	Vancouver	#250-800 Hornby Street	RGE-OA7	No	7.00	\$18.99					\$132.93	\$1.33
12 Angus One	CSA-000422	20-Jun-11	8-Jul-11			Ministry of Children and Family Development	Operations	Vancouver	#105-5550 Fraser Street	RGG-OA7	No	91.00	\$18.99					\$1,728.09	\$17.28
13 Angus One	CSA-000422	11-Jul-11	22-Jul-11			Ministry of Children and Family Development	Operations	Vancouver	3455 Victoria Drive	RFL-OA7	No	68.00	\$18.99					\$1,291.32	\$12.91
14 Angus One	CSA-000422	14-Jul-11	15-Jul-11			Ministry of Children and Family Development	Operations	Vancouver	5050 Joyce Street	RFD-OA7	No	15.00	\$18.99					\$284.85	\$2.85
15 Angus One	CSA-000422	6-Jul-11	9-Jul-11			Ministry of Labour & Citizens Services	BC Mail Plus	Burnaby	8888 University Drive	OA6	No	28.00	\$17.98					\$503.44	\$5.03
16 Angus One	CSA-000422	6-Jul-11	13-Jul-11			Ministry of Labour & Citizens Services	BC Mail Plus	Burnaby	8888 University Drive	OA6	No	37.50	\$17.98					\$674.25	\$6.74
17 Angus One	CSA-000422	7-Jul-11	8-Jul-11			Ministry of Labour & Citizens Services	BC Mail Plus	Burnaby	8888 University Drive	OA6	No	14.00	\$17.98					\$251.72	\$2.52
18 Angus One Totals	CSA-000422	6-Jul-11	13-Jul-11			Ministry of Labour & Citizens Services	BC Mail Plus	Burnaby	8888 University Drive	OA6	No	23.50 <b>797.50</b>	\$17.98					\$422.53 \$ 15,040.5	\$4.23 50 <b>\$ 150.40</b>

# CSA-000573 CSA No.

An electronic copy of an Excel spreadsheet in the format below is to be submitted monthly, within four working days following the end of the reporting month.

Enter information for each Referral request, listing all candidates referred to the Province, including those who were not hired.

The spreadsheet is also to include temporary help workers retained by the Ministry (i.e. hired as an auxiliary employee). If a temporary help worker is retained retained complete all fields and note the Retained Hire Fee in the Retained Hire Fee Section.

CSA No.	CSA-000573	CSA-000573	CSA No.
Agency Holding CSA	Angus One Professional Recruitment	Angus One Professional Recruitm	ent Agency Holding CSA
Month	Jul-11	Jul-11	Month

### **Auxiliary Referrals**

	Company Name	MSO #		Ministry	Division/	Ministry Ad	dress	Classi-fication	Excluded	Referral Surname			Rate	Date
			Referral Request Received		Branch	Work City	Work Address	Requested	Position? Yes/No		First Name	Y/N	Charged	Referral Request Closed
1														
2														
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4														
5														
6														
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An electronic copy of an Excel spreadsheet in the format below is to be submitted monthly, within four working days following the end of the reporting month.

Enter information for each Referral request, listing all candidates referred to the Province, including those who were not hired.

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CSA No.	CSA No.	
Agency Holding CSA	Agency Holding CS	A
Month	Month	

### **Regular Referrals**

	Company Name	MSO #	Date		Ministry Ad		Classi-	Excluded	Referral	Referral	Hired?	Rate Charged	Date
			Referral Request	Branch	Work City	Work Address	fication Requested	Position? Yes/No	Surname	First Name	Y/N		Referral Request
			Received				Requested	163/140		Name			Closed
1													
2													
3													
4													
5													
6													
7													
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An electronic copy of an Excel spreadsheet in the format below is to be submitted monthly, within four working days following the end of the reporting month.

Enter information for each Referral request, listing all candidates referred to the Province, including those who were not hired.

The spreadsheet is also to include temporary help workers retained by the Ministry (i.e. hired as an auxiliary employee). If a temporary help worker is retained retained complete all fields and note the Retained Hire Fee in the Retained Hire Fee Section.

CSA No.		 CSA No.
Agency Holding CSA		 Agency Holding CSA
Month		 Month

1	Company Name	Date of	End Date of	Effective Date	Ministry	Division/	Ministry Add	dress				Referral First	Retained
			Assignment as	of Auxiliary Hire		Branch	Work City	Work Address	fication	Position? Yes/No	Surname	Name	Hire Fee Charged
1													
2													
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6													
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# APPENDIX DMonthly Reporting Form for Temporary Help Service Assignments

An electronic copy of an Excel spreadsheet in the format below is to be submitted monthly, within four working days following the end of the reporting month.

The spreadsheet is to provide details of each assignment <u>completed</u> during the reporting month. Assignments still underway at the end of the month are to be reported when completed.

CSA No. **ON-001983** 

Offeror Holding CSA : Hunt Personnel/Temporarily YoursMonth:Jul-11

Company	CSA #	Start Date	End Date	Surname First Nam	e Ministry	Division/	Ministry	Address	Classi-	Excluded	Total Hours	Hourly Rate	Total O/T	Hourly	Total O/T	Hourly	Total Billing	1% Admin
Nove						Drench			fication	Position?	Worked	at Regular Time	Hours Worked @	Overtime	Hours Worked @	Overtime Rate #2		Fee
Name						Branch				Yes/No	Regular Time	Time	Overtime	Rate #1	Overtime	Rale #2		
							Work City	Work Address					Rate #1		Rate # 2			
Temporarily Yours	ON-001983	2011-07-14	2011-08-26		Ministry of	Police Services	Vancouver		OAR7		84	23.20					1,948.80	19.49
				000	Public	Division		Street										
				\$22	Safety		.,	(050 W			_						100.10	4.00
Temporarily Yours	ON-001983	2011-07-13	2011-07-13		-	Employment & Labour Serv.	vancouver	1050 W. Pender St.	OAR7			23.20					162.40	1.62
					ecola por													
											91		0.00		0.00		2,111.20	21.11
Totals																		

An electronic copy of an Excel spreadsheet in the format below is to be submitted monthly, within four working days following the end of the reporting month.

Enter information for each Referral request, listing all candidates referred to the Province, including those who were not hired.

The spreadsheet is also to include temporary help workers retained by the Ministry (i.e. hired as an auxiliary employee). If a temporary help worker is retained complete all fields and note the Retained Hire Fee in the Retained Hire Fee Section. Name of Offeror Holding CSA: **Hunt Personnel/Temporarily Yours** Month: Jul-11

# Auxiliary Referrals

Г	Company Name	CSA #	Date	Ministry	Division/	Ministry	Address	Classi-	Excluded	Referral	Referral	Hired?	Rate	1% Admin	Date
			Referral					fication	Position?				Charged	Fee	Referral
			Request		Branch			Requested	Yes/No	Surname	First Name				Request
			Received												Closed
						Work City	Work					Y/N			
							Address								

			-						-					
Temporarily Yours	ON-0001983	Date of	End Date of	Effective	Public	Division/	700-808 W	. Hastings	Clerk Steno	Excluded	Sź	22	675	1% Admin
		Request	Assignment	Date of	Guardian &		Str	eet	11	Position?				Fee
			as	Auxiliary	Trustee									
			temporary	Hire										
			worker	2011-06-06		Branch	Vancouver	Work		Yes/No	Surname	First Name		6.75
								Address						

CSA # Offeror Holding CSA	CS-000579 Altis Human Resources (Vancouver) Inc.										
Month	August										
Company Name	CSA #	Start Date	End Date	Surname	First Name	Ministry	Division /Branch	Ministry Address		Classification	Pos
								Work City	Work Address		Yes
MINISTRY OF HEALTH	CS-000579	2011-08-16	2011-08-26	S22	2	MINISTRY OF HEALTH		New Westminster	301 - 960 Quayside Drive	Clerk Stenographer 11	Yes

Totals

Excluded Position? Yes/No	Total Hours Worked Regular Time	Hourly Rate at Regular Time	Total O/T Hours Worked @ Overtime Rate #1	Hourly Overtime Rate #1	Total O/T Hours Worked @ Overtime Rate #2	Hourly Overtime Rate #2	Total Billing	1% Admin Fee
Yes	47.25	\$ 18.12					\$ 856.17	\$0.86
	47.25		0		0		\$ 856.17	\$0.86

The spreadsheet is to provide details of each assignment completed during the reporting month Assignments still underway at the end of the month are to be

reported when completed

CSA No.	CSA-000573
Agency Holding CSA	Angus One Professional Rec Ltd.
Month	Aug-11

Company Name	CSA #	Start Date	End Date	Surname First	Name Ministry	Division/ Branch	Ministry Address		Classi-fication	Excluded Position?	Total	Hourly Rate at	Total O/T Hours	Hourly Overtime	Total O/T Hours Worked	Hourly	Total Billing	1% Admin Fee
							work city	work address		Yes/No	Hours Worked Regular	Rate at Regular Time		Overtime Rate #1	@ Overtime Rate # 2	Overtime Rate #2		
	CSA-000573	2-Aug-11	5 4.00 11		BC Securities Commission	Onerstiene	Vancouver	12th Floor - 701 West Georgia Street	Data Management Clerk	Ne	28.00	\$28.80	Rate #1	ļ	1	ļ	\$806.40	\$8.06
Angus One Angus One	CSA-000573	2-Aug-11 2-Aug-11	5-Aug-11 5-Aug-11		Ministry of Children and Family Developmen	Operations t Operations	Vancouver	1st Floor - 550 Cambie Street	RGB-OA7	NO	28.00	\$28.80 \$18.99					\$512.73	\$5.13
-		ů.	0					10th Floor – 1177 West Broadway	RGB-OA7 RHK-OA7	INO N I I								\$5.32
Angus One	CSA-000573	2-Aug-11	5-Aug-11		Ministry of Children and Family Developmen		Vancouver		-	NO	28.00	\$18.99					\$531.72	
Angus One	CSA-000573	15-Aug-11	15-Aug-11		Ministry of Children and Family Developmer		Vancouver	7th Floor - 1177 West Broadway	RHJ-OA7	No	7.00	\$18.99					\$132.93	\$1.33
Angus One	CSA-000573	26-Jul-11	2-Aug-11		Ministry of Children and Family Developmer		North Vancouver	#301-224 West Esplanade	RZB-OA7	No	35.00	\$18.99					\$664.65	\$6.65
Angus One	CSA-000573	17-Aug-11	22-Aug-11		Ministry of Children and Family Developmer	t Operations	Coquitlam	Fernwood Lodge, 2601 Lougheed Highway	HDG-OA7	No	30.00	\$18.99					\$569.70	\$5.70
Angus One	CSA-000573	4-Aug-11	5-Aug-11		Ministry of Children and Family Developmer	t Operations	Vancouver	#105 - 5550 Fraser Street	RGG-OA7	No	14.00	\$18.99					\$265.86	\$2.66
Angus One	CSA-000573	2-Aug-11	26-Aug-11		Ministry of Children and Family Developmen	t Operations	North Vancouver	#301-224 West Esplanade	RZB-OA7	No	133.00	\$18.99					\$2,525.67	\$25.26
Angus One	CSA-000573	25-Jul-11	8-Aug-11		Ministry of Children and Family Developmer	t Operations	Vancouver	#105 - 5550 Fraser Street	RGG-OA7	No	24.50	\$18.99					\$465.26	\$4.65
Angus One	CSA-000573	19-Jul-11	19-Aug-11		Ministry of Children and Family Developmer	t Operations	Richmond	#130-5840 Cedarbridge Way	RNB-OA7	No	147.00	\$18.99					\$2,791.53	\$27.92
Angus One	CSA-000573	5-Aug-11	5-Aug-11	S22	Ministry of Children and Family Developmer	t Operations	Vancouver	#250-800 Hornby Street	RGE-OA7	No	7.00	\$18.99					\$132.93	\$1.33
Angus One	CSA-000573	2-Aug-11	3-Aug-11		Ministry of Children and Family Developmer	t Operations	Vancouver	#105 - 5550 Fraser Street	RGG-OA7	No	12.00	\$18.99					\$227.88	\$2.28
Angus One	CSA-000573	8-Aug-11	12-Aug-11		Ministry of Children and Family Developmen	t Operations	Vancouver	2411 E. Pender Street	RFJ-OA7	No	35.00	\$18.99					\$664.65	\$6.65
Angus One	CSA-000573	30-Aug-11	30-Aug-11		Ministry of Children and Family Developmer	t Operations	Vancouver	3455 Victoria Drive	RFL-OA7	No	6.00	\$18.99					\$113.94	\$1.14
Angus One	CSA-000573	25-Jul-11	5-Aug-11		Ministry of Children and Family Developmer	t Operations	Vancouver	5050 Joyce Street	RFD-OA7	No	63.00	\$18.99					\$1,196.37	\$11.96
Angus One	CSA-000573	10-Aug-11	10-Aug-11		Ministry of Children and Family Developmer	t Operations	Port Moody	#300-3003 St. John Street	HDK-OA7	No	6.00	\$18.99					\$113.94	\$1.14
Angus One	CSA-000573	2-Aug-11	19-Aug-11		Ministry of Children and Family Developmen	t Operations	Vancouver	6th Floor, 1177 West Broadway	RKD-OA7	No	98.00	\$18.99	1	1			\$1,861.02	\$18.61
Angus One	CSA-000573	15-Aug-11	26-Aug-11		Ministry of Children and Family Developmen	t Operations	Vancouver	#105 - 5550 Fraser Street	RGG-OA7	No	70.00	\$18.99	1	1			\$1,329.30	\$13.29
Angus One	CSA-000573	29-Aug-11	29-Aug-11		Ministry of Children and Family Developmen		Vancouver	3455 Victoria Drive	RFL-OA7	No	7.00	\$18.99	1	1			\$132.93	\$1.33
Angus One	CSA-000573	23-Aug-11	26-Aug-11		Ministry of Children and Family Developmer		New Westminster	#201-237 E. Columbia Street	RIH-OA7	No	28.50	\$18.99	1	1			\$541.22	\$5.41
Angus One	CSA-000573	8-Aug-11	12-Aug-11		Ministry of Children and Family Developmer	t Operations	Vancouver	1st Floor - 550 Cambie Street	RGB-OA7	No	35.00	\$18.99	1	1			\$664.65	\$6.65
Totals						1					841.00			1			\$ 16,245.27	\$ 162.45

 CSA-000573
 CSA No.

 Angus One Professional Rec Ltd.
 Agency Holding CSA

 Aug-11
 Month

An electronic copy of an Excel spreadsheet in the format below is to be submitted monthly, within four working days following the end of the reporting month.

Enter information for each Referral request, listing all candidates referred to the Province, including those who were not hired.

The spreadsheet is also to include temporary help workers retained by the Ministry (i.e. hired as an auxiliary employee). If a temporary help worker is retained retained complete all fields and note the Retained Hire Fee in the Retained Hire Fee Section.

CSA No. CSA-000573	CSA-000	0573 CSA No.
Agency Holding CSA Angus One Professional Recruitm	t Angus C	Dne Professional Recruitment Agency Holding CSA
Month Aug-11	Aug-11	Month

# **Auxiliary Referrals**

	Company Name	MSO #		Ministry	Division/ Branch	Ministry Add					Referral First		Rate	Date
			Referral Request Received			Work City	Work Address	Requested	Position? Yes/No	Surname	Name	Y/N	Charged	Referral Request Closed
1														
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An electronic copy of an Excel spreadsheet in the format below is to be submitted monthly, within four working days following the end of the reporting month.

Enter information for each Referral request, listing all candidates referred to the Province, including those who were not hired.

The spreadsheet is also to include temporary help workers retained by the Ministry (i.e. hired as an auxiliary employee). If a temporary help worker is retained retained complete all fields and note the Retained Hire Fee in the Retained Hire Fee Section.

CSA No.	CSA No.
Agency Holding CSA	Agency Holding CSA
Month	Month

### **Regular Referrals**

	Company Name	MSO #	Date	Ministry	Division/ Branch			Classi-	Excluded	Referral	Hired?	Rate	Date
			Referral Request Received			Work City	Work Address	fication Requested	Position? Yes/No	First Name	Y/N	Charged	Referral Request Closed
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An electronic copy of an Excel spreadsheet in the format below is to be submitted monthly, within four working days following the end of the reporting month.

Enter information for each Referral request, listing all candidates referred to the Province, including those who were not hired.

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CSA No.	 CSA No.
Agency Holding CSA	Agency Holding CSA
Month	Month

	Company Name	MSO #	Date of		Effective Date of	Ministry	Division/	Ministry Add	ress	Classi-		Referral		Retained
					Auxiliary Hire		Branch	Work City	Work Address	fication	Position? Yes/No	Surname	First Name	Hire Fee
				temporary worker							res/No		Name	Charged
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3														
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# APPENDIX DMonthly Reporting Form for Temporary Help Service Assignments

An electronic copy of an Excel spreadsheet in the format below is to be submitted monthly, within four working days following the end of the reporting month.

The spreadsheet is to provide details of each assignment <u>completed</u> during the reporting month. Assignments still underway at the end of the month are to be reported when completed.

CSA No. **ON-001983** 

Offeror Holding CSA : Hunt Personnel/Temporarily Yours

Month: Aug-11

Company	CSA #	Start Date	End Date	Surname	First Name	Ministry	Division/	Ministry	Address	Classi-	Excluded	Total Hours	Hourly Rate	Total O/T	Hourly	Total O/T	Hourly	Total Billing	1% Admin
										fication	Position?	Worked	at Regular	Hours	Overtime	Hours	Overtime		Fee
Name							Branch				Yes/No	Regular Time	Time	Worked @ Overtime	Rate #1	Worked @ Overtime	Rate #2		
								Work City	Work			Time		Rate #1		Rate # 2			
<b>T</b>	011 004000	0044 07 44							Address	OAR7		400						0.005.00	
Temporarily Yours	ON-001983	2011-07-14	2011-08-26			Public	Police Services Division	Vancouver	815 Hornby Street	UAR/		133	23.20					3,085.60	30.86
						Safety	Division		Officer										
Temporarily Yours	ON-001983	08/192011	2011-08-26			Rep for	Lower	Burnaby	4277	OAR7		36.5	23.20					846.80	8.47
						Children &	Mainland	-	Kingsway										
						Youth	District												
Temporarily Yours	ON-001983	2011-08-23	2011-08-26			Ministry of	Lower Mainland	New West	1065 Columbia	OAR7		30	23.20					696.00	6.96
						Transportati on	District		Street										
							Diotriot		011001										
Temporarily Yours	ON-001983	2011-08-29	2011-09-29	S22		Ministry of	Lower	New West	1065	CL09		22.5	27.55					619.88	6.20
				ULL ULL		Transportati			Columbia										
						on	District		Street										
Temporarily Yours	ON 001092	2011-08-29	09/092011			Public		Vancouver	808 West	R11		21	29.00					609.00	6.09
Temporarily fours	014-001965	2011-00-29	09/092011			Guardian &		vancouver	Hastings	KII		21	29.00					609.00	0.09
						Trustee													
Temporarily Yours	ON-001983	2011-08-22	2011-09-21			Public		Vancouver	808 West	CL09		48.5	27.55					1,336.18	13.36
						Guardian &			Hastings										
						Trustee													
Temporarily Yours	ON-001983	2011-08-09	2011-09-02			Public Guardian &		Vancouver	808 West	R11		105	29.00					3,045.00	30.45
						Trustee			Hastings										
												396.5		0.00		0.00		10,238.45	102.38
Totals																			
				*********															

An electronic copy of an Excel spreadsheet in the format below is to be submitted monthly, within four working days following the end of the reporting month.

Enter information for each Referral request, listing all candidates referred to the Province, including those who were not hired.

The spreadsheet is also to include temporary help workers retained by the Ministry (i.e. hired as an auxiliary employee). If a temporary help worker is retained complete all fields and note the Retained Hire Fee in the Retained Hire Fee Section. Name of Offeror Holding CSA: **Hunt Personnel/Temporarily Yours** Month: **Aug-11** 

# Auxiliary Referrals

Г	Company Name	CSA #	Date	Ministry	Division/	Ministry	Address	Classi-	Excluded	Referral	Referral	Hired?	Rate	1% Admin	Date
			Referral					fication	Position?				Charged	Fee	Referral
			Request		Branch			Requested	Yes/No	Surname	First Name				Request
			Received												Closed
						Work City	Work					Y/N			
							Address								

Temporarily Yours	ON-0001983	Date of	End Date of	Effective	Division/			Excluded			1% Admin	
		Request	Assignment	Date of				Position?			Fee	
			as	Auxiliary								l
			temporary	Hire								l
			worker		Branch	Vancouver	Work	Yes/No	Surname	First Name	0	l
							Address					l

CSA # Offeror Holding CSA Month	CS-000579 Altis Human Resources (Vancouver) Inc. September																		
Company Name	CSA #	Start Date	End Date	Surname	First Name	Ministry	Division/Branch	Ministry Address Work City	Work Address	Classification	Excluded Position? Yes/No	Total Hours Worked Regular Time	Hourly Ra at Regular Time	e Total O/T Hours Worked @ Overtime Rate #1	Hourly Overtime Rate #1	Total O/T Hours Worked @ Overtime Rate #2	Overtime		1% Admin Fee
								Work City	WOIK Addiess			Time		#1					
Altis Human Resources (Vancouver) Inc.	s CS-000579	2011-08-29	2011-09-09	S2	2	Health	Business Management	New Westminster	301 - 960 Quayside Drive	Clerk Stenographer 9	Yes	67.5	\$ 16.6	4 0	0	0	0	\$ 1,123.20	\$ 1.12
Totals												67.5		0		0		\$ 1,123.20	\$ 1.12

# **APPENDIX D** - Monthly Reporting Form For Temporary Help Service Assignments

An electronic copy of an Excel spreadsheet in the format below is to be submitted monthly, within four working days following the end of the reporting month.

The spreadsheet is to provide details of each assignment completed during the reporting month. Assignments still underway at the end of the month are to be reported when completed.

CSA No. CSA-000573

Agency Angus One Professional Rec Holding Ltd. Month Sep-11

Total CSA # Start Date End Date Surname First Name Ministry Division/ /linistry Address Classi-fication Excluded Total Total O/T Hourly Total O/T Hourly Company lourly Branch Position? Overtime Hours Rate at Hours Overtime Hours Name work city work address Yes/No Worked Regular Worked Rate #1 Worked Rate #2 Regular Time Time Overtime Overtim Rate #1 Rate # 2 Angus One CSA-000573 22-Jun-11 2-Sep-11 **BC** Securities Operations Vancouver 12th Floor -Administration 354.00 \$24.00 \$8.4 No Commission 701 West Assistant Georgia Street Angus One CSA-000573 18-Aug-11 8-Sep-11 **BC** Securities Operations Vancouver 12th Floor -Data Management No 105.00 \$28.80 \$3,02 Commission 701 West Clerk Georgia Street Angus One CSA-000573 29-Aug-11 7-Sep-11 12th Floor -Data Management No 26.00 \$28.80 \$748 **BC** Securities Operations Vancouver Clerk Commission 701 West Georgia Street Angus One CSA-000573 11-Jul-11 8-Sep-11 248.50 \$21.75 Emergency and Medical Vancouver 302 - 2955 Administration No \$5,4 Health Services Virtual Way Clerical Commission S22 Angus One CSA-000573 30-Aug-11 6-Sep-11 Ministry of Vancouver 9th Floor. RKC-OA7 21.00 \$18.99 \$398 Operations No Children and 1177 West Family Broadway Development Angus One CSA-000573 22-Aug-11 2-Sep-11 #250-800 RGE-OA7 \$18.99 Vancouver 70.00 \$1,3 Ministry of Operations No Children and Hornby Street Family Development Angus One CSA-000573 11-Aug-11 2-Sep-11 Port Moody #400-205 HDS-OA7 119.00 \$18.99 \$2,25 Ministry of Operations No Children and Newport Drive Family Development Angus One CSA-000573 29-Aug-11 7-Sep-11 RZB-OA7 #301-224 49.00 \$18.99 \$930 Ministry of Operations North No Children and 'ancouver West Family Esplanade Developmer Totals 992.50 \$ 2

CSA-000573 CSA No.

Angus One Professional Rec Ltd. Agency Holding CSA Sep-11 Month

al Billing	1% Admin Fee	
196.00	\$84.96	
024.00	\$30.24	
8.80	\$7.49	
404.88	\$54.05	
8.79	\$3.99	
329.30	\$13.29	
259.81	\$22.60	
0.51	\$9.31	
22,592.09	\$ 225.92	

An electronic copy of an Excel spreadsheet in the format below is to be submitted monthly, within four working days following the end of the reporting month.

Enter information for each Referral request, listing all candidates referred to the Province, including those who were not hired.

The spreadsheet is also to include temporary help workers retained by the Ministry (i.e. hired as an auxiliary employee). If a temporary help worker is retained retained complete all fields and note the Retained Hire Fee in the Retained Hire Fee Section.

CSA No.	CSA-000573	<u>CSA-000573</u>	CSA No.
Agency Holding	Angus One Professional	Angus One Professional	Agency Holding CSA
CSA	Recruitment	Recruitment	_
Month	Sep-11	Sep-11	Month

### **Auxiliary Referrals**

Company Name	Date Referral	Ministry	Division/	Ministr	y Address	Classi-fication			Referral	Hired?	Rate Charged	Date Referral
	Request Received		Branch	Work City	Work Address	Requested	Position? Yes/No	Surname	First Name	Y/N		Request Closed
1				<u></u>								
2												
3												
4												
5										1		
6												
7												
В												
9												
D												
1												
2												
3												
4												
5												
6												
7												
8												
9												
D												
1												
2												
3												
4												
5												

An electronic copy of an Excel spreadsheet in the format below is to be submitted monthly, within four working days following the end of the reporting month.

Enter information for each Referral request, listing all candidates referred to the Province, including those who were not hired.

The spreadsheet is also to include temporary help workers retained by the Ministry (i.e. hired as an auxiliary employee). If a temporary help worker is retained retained complete all fields and note the Retained Hire Fee in the Retained Hire Fee Section.

CSA No. CSA-000	573	CSA-000573 CSA No.
Agency Holding Cangus O	ne Professional Recruitment	Angus One Professional Recruitment Agency H
Month Sep-11		Sep-11 Month

# **Regular Referrals**

Company Name	CSA #	Date	Ministry	Division/ Branch			Classi-	Excluded	Referral Surname	Referral First	Hired?	Rate Charged	Date
		Referral Request Received			Work City	Work Address		Position? Yes/No		Name	Y/N		Referral Request Closed

# Holding CSA

An electronic copy of an Excel spreadsheet in the format below is to be submitted monthly, within four working days following the end of the reporting month.

Enter information for each Referral request, listing all candidates referred to the Province, including those who were not hired.

The spreadsheet is also to include temporary help workers retained by the Ministry (i.e. hired as an auxiliary employee). If a temporary help worker is retained retained complete all fields and note the Retained Hire Fee in the Retained Hire Fee Section.

CSA No.CSA-000573Agency HoldingAngus One Professional RecruitmentCSASep-11

CSA-000573 CSA No. Angus One Professional Recruit: Agency Holding CSA

Sep-11 Month

# **Retained (Auxiliary) Hires**

	Company Name	CSA #	Date of		Effective Date	Ministry	Division/	Ministry Add	Iress	Classi-fication	Excluded	Referral	Referral	Retained		
			Request	Assignment as temporary worker	of Auxiliary		Branch	Work City	Work Address		Position? Yes/No		First Name	Hire Fee Charged		
				temporary worker	rine -						103/10		Name	onargeu		
	Angus One	CSA-000573	7-Sep-11	8-Sep-11	12-Sep-11	Emergency and Health Services Commission	Medical	Vancouver	302 - 2955 Virtual Way	Administration Clerical	No	S22		\$ 495.00	Candidate	S2
2																
3															4	
4 5															4	
5 6		-													4	
7															1	
8							+								1	
9															1	
10															1	
11																
12																
13																
14															1	
15															-	
16		-													-	
17 18															-	
19		-													1	
20																
21																
22															1	
23															1	
24														1		
25																

S22

# APPENDIX DMonthly Reporting Form for Temporary Help Service Assignments

An electronic copy of an Excel spreadsheet in the format below is to be submitted monthly, within four working days following the end of the reporting month.

The spreadsheet is to provide details of each assignment <u>completed</u> during the reporting month. Assignments still underway at the end of the month are to be reported when completed.

CSA No. **ON-001983** 

Offeror Holding CSA : Hunt Personnel/Temporarily Yours

Month: Sep-11

Company	CSA #	Start Date	End Date	Surname	First Name	Ministry	Division/	Ministry	Address	Classi-	Excluded		Hourly Rate	Total O/T	Hourly	Total O/T	Hourly	Total Billing	1% Admin
N							Bassal			fication	Position?	Worked	at Regular	Hours	Overtime	Hours	Overtime		Fee
Name							Branch			1	Yes/No	Regular Time	Time	Worked @ Overtime	Rate #1	Worked @ Overtime	Rate #2		
								Work City	Work Address			Time		Rate #1		Rate # 2			
Temporarily Yours	ON-001983	2011-09-06	2011-09-09			Rep for Children & Youth	Lower Mainland District	Burnaby	4277 Kingsway	OAR7		28	23.20					649.60	6.50
Temporarily Yours	ON-001983	2011-08-29	2011-10-28			Ministry of Transportati on	Lower Mainland District	New West	1065 Columbia Street	CL09		157.5	27.55					4,339.13	43.39
Temporarily Yours	ON-001983	2011-09-19	2011-10-14			Public Guardian & Trustee		Vancouver	808 West Hastings	CL09		70	27.55					1,928.50	19.29
Temporarily Yours	ON-001983	2011-09-01	2011-09-21	S2	22	Public Guardian & Trustee		Vancouver	808 West Hastings	CL09		90	27.55					2,479.50	24.80
Temporarily Yours	ON-001983	2011-08-29	09/092011			Public Guardian & Trustee		Vancouver	808 West Hastings	R11		42	29.00					1,218.00	12.18
Temporarily Yours	ON-001983	2011-08-22	2011-09-23			Public Guardian & Trustee		Vancouver	808 West Hastings	CL09		80.5	27.55					2,217.78	22.18
Temporarily Yours	ON-001983	2011-08-09	2011-09-02			Public Guardian & Trustee		Vancouver	808 West Hastings	R11		12	29.00					348.00	3.48
Totals												480		0.00		0.00		13,180.50	131.81

An electronic copy of an Excel spreadsheet in the format below is to be submitted monthly, within four working days following the end of the reporting month.

Enter information for each Referral request, listing all candidates referred to the Province, including those who were not hired.

The spreadsheet is also to include temporary help workers retained by the Ministry (i.e. hired as an auxiliary employee). If a temporary help worker is retained complete all fields and note the Retained Hire Fee in the Retained Hire Fee Section. Name of Offeror Holding CSA: **Hunt Personnel/Temporarily Yours** Month: **Sep-11** 

# Auxiliary Referrals

Company Name	CSA #	Date	Ministry	Division/	Ministry	Address	Classi-	Excluded	Referral	Referral	Hired?	Rate	1% Admin	Date
		Referral					fication	Position?				Charged	Fee	Referral
		Request		Branch			Requested	Yes/No	Surname	First Name				Request
		Received												Closed
					Work City	Work					Y/N			
						Address								

Temporarily Yours	ON-0001983	Date of	End Date of	Effective	Division/			Excluded			1% Admin
		Request	Assignment	Date of				Position?			Fee
			as	Auxiliary							
			temporary	Hire							
			worker		Branch	Vancouver	Work	Yes/No	Surname	First Name	0
							Address				

CSA #	CS-
	000579
Offeror Holding	Altis
CSA	Human
Month	October

Company Name	CSA #	Start Date	End Date	Surname	First Name	Ministry	Division/Branch	Ministry Ado	dress	Classification	Excluded Position? Yes/No	Total Hours Worked	Hourly Rate at Regular	Total O/T Hours Worked @
								Work City	Work Address			Regular Time	Time	Overtime Rate #1
Altis Human Resources (Vancouver) Inc.	CS- 000579	2011-09-12	2011-10-07	\$22		Health	Business Management	New Westminster	301 - 960 Quayside Drive	Clerk Stenographer 9	Yes	150	\$ 16.64	0

Totals

150 0

Overtime	Total O/T Hours Worked @ Overtime Rate #2	Overtime	Total Billing	1% Admin Fee
	Rale #2			

0 0 0 \$ 2,496.00 \$ 24.96

0 \$ 2,496.00 \$ 24.96

# **APPENDIX D**

# Monthly Reporting Form for Temporary Help Service Assignments

An electronic copy of an Excel spreadsheet in the format below is to be submitted monthly, within four working days following the end of the reporting month.

The spreadsheet is to provide details of each assignment <u>completed</u> during the reporting month. Assignments still underway at the end of the month are to be reported when completed.

CSA No. **ON-001983** 

Offeror Holding CSA : Hunt Personnel/Temporarily Yours

Month: Oct-11

Company	CSA #	Start Date	End Date	Surname First N	ame Ministry	Division/	Ministry	Address	Classi-	Excluded		Hourly Rate	Total O/T	Hourly	Total O/T	-	Total Billing	
Name						Branch			fication	Position? Yes/No	Worked Regular	at Regular Time	Hours Worked @	Overtime Rate #1	Hours Worked @	Overtime Rate #2		Fee
Huno						Branon	Work City	Work		100/110	Time		Overtime		Overtime			
							mont only	Address					Rate #1		Rate # 2			
Temporarily Yours	ON-001983	2011-08-29	2011-10-28		Ministry of		New West	1065	CL09		142.5	27.55					3,925.88	39.26
					Transportation	i Mainland District		Columbia Street										
						District		oncor										
Temporarily Yours	ON-001983	2011-09-19	2011-10-14		Public		Vancouver	808 West	CL09		63	27.55					1,735.65	17.36
					Guardian 8 Trustee	L		Hastings										
Temporarily Yours	ON-001983	2011-10-19	2011-10-25		Public		Vancouver	808 West	CL07		35	23.20					812.00	8.12
					Guardian 8	L.		Hastings										
Tananasika Vaara	011 004000	2011-10-12	2014 40 44	000	Trustee Public		Managara	808 West	CL09		17.5	27.55					482.13	4.82
Temporarily Yours	ON-001983	2011-10-12	2011-10-14	\$22	Guardian 8		Vancouver	Hastings	CLU9		17.5	27.55					482.13	4.82
					Trustee	-		June										
Temporarily Yours	ON-001983	2011-10-17	2011-10-25			Investigations	Surrey	10475 138th	OAR6		52.5	19.94					1,046.85	10.47
					Finance	Unit		Street										
Temporarily Yours	ON-001983	2011-10-06	2011-10-25		Ministry of	Investigations	Surrey	10475 138th	OAR6		97.5	19.94					1,944.15	19.44
					Finance	Unit		Street										
Temporarily Yours	ON-001083	2011-10-06	2011-10-14		Ministry of	Investigations	Surrey	10475 138th	OAR6		44	19.94					877.36	8.77
Temporarily Tours	014-001303	2011-10-00	2011-10-14		Finance	Unit	Surrey	Street	UANU			13.34					077.50	0.77
											452		0.00		0.00		10,824.01	108.24
Totals																		

## Monthly Reporting Form For Auxiliary Referrals/Retained Hires

An electronic copy of an Excel spreadsheet in the format below is to be submitted monthly, within four working days following the end of the reporting month.

Enter information for each Referral request, listing all candidates referred to the Province, including those who were not hired.

The spreadsheet is also to include temporary help workers retained by the Ministry (i.e. hired as an auxiliary employee). If a temporary help worker is retained complete all fields and note the Retained Hire Fee in the Retained Hire Fee Section.

Oct-11

Name of Offeror Holding CSA: Hunt Personnel/Temporarily Yours Month:

#### Auxiliary Referrals

Company Name	CSA #	Date	Ministry	Division/	Ministry	Ministry Address		Excluded	Referral	Referral	Hired?	Rate	1% Admin	Date
		Referral						Position?				Charged	Fee	Referral
		Request		Branch		1		Yes/No	Surname	First Name				Request
		Received					_							Closed
					Work City	Work	1				Y/N			
					_	Address								

Temporarily Yours	ON-0001983	Date of	End Date of	Effective	Division/			Excluded			1% Admin
		Request	Assignment	Date of				Position?			Fee
			as	Auxiliary							
			temporary	Hire							
			worker		Branch	Vancouver	Work	Yes/No	Surname	First Name	0
							Address				

CSA # Offeror Holding CSA	CS-000579 Altis Human Resources (Vancouver) Inc.										
Month	November										
Company Name	CSA #	Start Date	End Date	Surname	First Name	Ministry	Division/Branch	Ministry	/ Address	Excluded Position? Yes/No	Hourly Rate at Regular Time
								Work City	Work Address		-
NIL	NIL										

Totals

0

Total O/T Hours Worked @ Overtime Rate #1	Hourly Overtime Rate #1	Total O/T Hours Worked @ Overtime Rate #2	Hourly Overtime Rate #2	Total Billing	1% Admin Fe	e
0	0	0	0	\$ -	\$	-
0		0		\$-	\$	-

# **APPENDIX D - Monthly Reporting Form For Temporary Help Service Assignments**

An electronic copy of an Excel spreadsheet in the format below is to be submitted monthly, within four working days following the end of the reporting month.

The spreadsheet is to provide details of each assignment <u>completed</u> during the reporting month. Assignments still underway at the end of the month are to be

reported when completed.

CSA No.	CSA-000573
Agency Holding CSA	Angus One Professional Rec
	Ltd.
Month	Nov-11

CSA-000573	CSA No.
Angus One Professional Rec	Agency Holding CSA
Ltd.	
Nov-11	Month

	Company Name	CSA #	Start	End Date	Surname	First	Ministry	Division/	Ministry Ad	dress	Classi-	Excluded	Total	Hourly	Total O/T	Hourly	Total O/T	Hourly	Total	1%
			Date			Name		Branch			fication	Position?	Hours				Hours	Overtime	Billing	Admin
									work city	work address		Yes/No		-	Worked @ Overtime Rate #1		Worked @ Overtime Rate # 2	Rate #2		Fee
1	Angus One	CSA-000573	2-Nov-11	4-Nov-11	\$22		BC Securities Commission	Operations		12th Floor - 701 West Georgia Street	Data Entry	No	18.50	\$24.00					\$444.00	\$4.44
2	Angus One	CSA-000573																		
3	Angus One	CSA-000573																		
4	Angus One	CSA-000573																		
5	Angus One	CSA-000573																		
6	Angus One	CSA-000573																		
7	Angus One	CSA-000573																		
8	Angus One	CSA-000573																		
	Totals										1		18.50						\$ 444.00	\$ 4.44

An electronic copy of an Excel spreadsheet in the format below is to be submitted monthly, within four working days following the end of the reporting month

Enter information for each Referral request, listing all candidates referred to the Province, including those who were not hired

The spreadsheet is also to include temporary help workers retained by the Ministry (i e hired as an auxiliary employee) If a temporary help worker is retained retained complete all fields and note the Retained Hire Fee in the Retained Hire Fee Section

CSA No.	CSA-000573
Agency Holding CSA	Angus One Professional Recruitment
Month	Nov-11

CSA-000573		CSA No.
Angus One Professional Re	cruitment	Agency Holding CSA
Nov-11		Month

#### Auxiliary Referrals

	Company Name	CSA #	Date	Ministry	Division/ Branch	Ministry Address		Classi-fication Requested	Excluded	Referral Surname		Hired?	Rate Charged	Date
			Referral			Work City	Work Address	Ī	Position?		Name	Y/N		Referral
			Request Received						Yes/No					Request Closed
_			Received											010300
1														+
2														+
3 4														+
4 5														
5 6														
7														+
8											+			+
9														-
10														
11														
12														
13														1
14														
15														1
16														1
17														1
18														1
19														
20														
21														
22 23														
23														
24														
25														

An electronic copy of an Excel spreadsheet in the format below is to be submitted monthly, within four working days following the end of the reporting month

Enter information for each Referral request, listing all candidates referred to the Province, including those who were not hired

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CSA No.	CSA-000573	CSA-000573	CSA No.
Agency Holding CSA	Angus One Professional Recruitment	Angus One Professional Recruitment	Agency Holding CSA
Month	Nov-11	Nov-11	Month

#### Regular Referrals

Company Name			Ministry							Referral First	Hired?	Rate Charged	Date
					Work City	Work Address	fication	Position?		Name	Y/N		Referral
		Received					Requested	163/110					Request Closed
													1
													<u> </u>
							-						+
													───
													───
													+
													───
													───
	<u> </u>						<u> </u>			-	<u> </u>		+
													+
													+
													+
	Company Name		Company Name CSA # Date Referral Request Received 	Referral Request	Referral Request	Referral Work City Request	Referral Work City Work Address Request	Referral Work City Work Address fication Request Requested	Referral Work City Work Address fication Position? Request Requested Yes/No	Referral Work City Work Address fication Position? Request Requested Yes/No	Referral Work City Work Address fication Position? Name Request Requested Yes/No	Referral Work City Work Address fication Position? Name Y/N Request Requested Yes/No	Referral Work City Work Address fication Position? Name Y/N

An electronic copy of an Excel spreadsheet in the format below is to be submitted monthly, within four working days following the end of the reporting month.

Enter information for each Referral request, listing all candidates referred to the Province, including those who were not hired.

The spreadsheet is also to include temporary help workers retained by the Ministry (i.e. hired as an auxiliary employee). If a temporary help worker is retained retained complete all fields and note the Retained Hire Fee in the Retained Hire Fee Section.

CSA No.	CSA-000573	CSA-000573	CSA No.
Agency Holding C	Angus One Professional Recruitment	Angus One Professional Recruitment	Agency Holding CSA
Month	Nov-11	Nov-11	Month

Company Name	CSA #		End Date of Assignment as temporary worker	Effective Date of Auxiliary Hire	Division/ Branch	<u>Ministry A</u> Work City	ddress Work Address	Classi- fication	Excluded Position? Yes/No		Retained Hire Fee Charged
Angus One	CSA-0005	73									
										1	
										1	
				ļ							

# **APPENDIX D**

# Monthly Reporting Form for Temporary Help Service Assignments

An electronic copy of an Excel spreadsheet in the format below is to be submitted monthly, within four working days following the end of the reporting month.

The spreadsheet is to provide details of each assignment <u>completed</u> during the reporting month. Assignments still underway at the end of the month are to be reported when completed.

CSA No. **ON-001983** 

Offeror Holding CSA : Hunt Personnel/Temporarily Yours

Month: Nov-11

Company	CSA #	Start Date	End Date	Surname	First Name	Ministry	Division/	Ministry	Address	Classi-	Excluded	Total Hours	Hourly Rate	Total O/T	Hourly	Total O/T	Hourly	Total Billing	1% Admin
										fication	Position?	Worked	at Regular	Hours	Overtime	Hours	Overtime		Fee
Name							Branch				Yes/No	Regular	Time	Worked @	Rate #1	Worked @	Rate #2		
								Work City	Work			Time		Overtime		Overtime			
									Address					Rate #1		Rate # 2			
Temporarily Yours	ON-001983	2011-11-25	2011-12-02			Ministry of	E&L Market	Vancouver	1050 W	OAR7		7	23.20					162.40	1.62
						Social	Service Div.		Pender										
						Developmen t													
Temporarily Yours	ON-001983	2011-11-24	2011-11-25	:	S22	Public		Vancouver	808 West	CL07		14	23.20					324.80	3.25
						Guardian &			Hastings										
						Trustee													
Temporarily Yours	ON-001983	2011-11-08	2011-11-18			Representat		Burnaby	M12-4277	OAR7		37	23.20					858.40	8.58
						ive for			Kingsway										
						Children													
						and Young													
												58		0.00		0.00		1,345.60	13.46
Totals																			

## Monthly Reporting Form For Auxiliary Referrals/Retained Hires

An electronic copy of an Excel spreadsheet in the format below is to be submitted monthly, within four working days following the end of the reporting month.

Enter information for each Referral request, listing all candidates referred to the Province, including those who were not hired.

The spreadsheet is also to include temporary help workers retained by the Ministry (i.e. hired as an auxiliary employee). If a temporary help worker is retained complete all fields and note the Retained Hire Fee in the Retained Hire Fee Section.

Nov-11

Name of Offeror Holding CSA: Hunt Personnel/Temporarily Yours Month:

#### Auxiliary Referrals

ſ	Company Name	CSA #	Date	Ministry	Division/	Ministry	Address	Classi-	Excluded	Referral	Referral	Hired?	Rate	1% Admin	Date
			Referral					fication	Position?				Charged	Fee	Referral
			Request		Branch			Requested	Yes/No	Surname	First Name				Request
			Received												Closed
						Work City	Work	1				Y/N			
							Address								

Г	Temporarily Yours	ON-0001983	Date of	End Date of	Effective	Division/				Excluded			1% Admin
			Request	Assignment	Date of					Position?			Fee
				as	Auxiliary								
				temporary	Hire								
				worker		Branch	Vancouver	Work	1	Yes/No	Surname	First Name	0
								Address					

# **APPENDIX D - Monthly Reporting Form For Temporary Help Service Assignments**

An electronic copy of an Excel spreadsheet in the format below is to be submitted monthly, within four working days following the end of the reporting month.

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reported when completed.

CSA No.CSA-000573Agency Holding CSAAngus One Professional Rec Ltd.MonthDec-11

	Company Name	CSA #	Start Date	End Date	Surname Firs Nar		Division/ Branch	Ministry Ad	dress	Classi-fication		Total Hours	Hourly Rate at	Total O/T Hours	Hourly Overtime	Total O/T Hours Worked		Total Billing	1% Admin Fee
								work city	work address		Yes/No	Worked Regular Time	Regular Time	Worked @ Overtime Rate #1	Rate #1	@ Overtime Rate # 2	Rate #2		
	Angus One	CSA-000573	18-Oct-11	30-Dec-11		Ministry of Attorney General	Legal Services	Vancouver	1301 - 865 Hornby Street	Clerk Stenographer II	No	364.00	\$24.28	1.50	\$36.42	u U		\$8,892.55	\$88.93
2	Angus One	CSA-000573	23-Nov-11	9-Dec-11	\$22	Ministry of Jobs, Tourism & Innovation	Operations	Vancouver	5th Floor - 605 Robson Street	Admin Assistant	No	91.00	\$18.99					\$1,728.09	\$17.28
3	Angus One	CSA-000573	7-Nov-11	2-Dec-11		Ministry of Transportation	Operations	Victoria	4C - 940 Blanshard Street	Clerk 9	No	133.00	\$20.30					\$2,699.90	\$27.00
Ļ	Angus One	CSA-000573																	
5	Angus One	CSA-000573																	
6	Angus One	CSA-000573																	
7	Angus One	CSA-000573																	
3	Angus One	CSA-000573																	
	Totals											588.00		1.50				\$ 13,320.54	\$ 133.21

CSA No.

Month

Angus One Professional Rec Ltd. Agency Holding CSA

CSA-000573

Dec-11

An electronic copy of an Excel spreadsheet in the format below is to be submitted monthly, within four working days following the end of the reporting month.

Enter information for each Referral request, listing all candidates referred to the Province, including those who were not hired.

The spreadsheet is also to include temporary help workers retained by the Ministry (i.e. hired as an auxiliary employee). If a temporary help worker is retained retained complete all fields and note the Retained Hire Fee in the Retained Hire Fee Section.

CSA No.	CSA-000573	CSA-00	00573	CSA No.
Agency Holding CSA	Angus One Professional Recruitment	Angus	One Professional Recruitment	Agency Holding CSA
Month	Dec-11	Dec-11	I	Month

### **Auxiliary Referrals**

ſ	Company Name	CSA #	Date	Ministry	Division/	Ministry Ad	dress	Classi-fication	Excluded		Hired?	Rate	Date
			Referral Request Received		Branch		Work Address		Position? Yes/No	First Name	Y/N	Charged	Referral Request Closed
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
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22													
23													
24													
25													

An electronic copy of an Excel spreadsheet in the format below is to be submitted monthly, within four working days following the end of the reporting month.

Enter information for each Referral request, listing all candidates referred to the Province, including those who were not hired.

The spreadsheet is also to include temporary help workers retained by the Ministry (i.e. hired as an auxiliary employee). If a temporary help worker is retained retained complete all fields and note the Retained Hire Fee in the Retained Hire Fee Section.

	CSA No. Agency Holding CSA		One Profes	ssional	-					CSA-0008 Angus Or	e Profess	ional	CSA No. Agency Ho	olding CSA
	26 4	Recruit	ment		-					Recruitme	ent		-	
	Month	Dec-11			-					Dec-11			Month	
	Regular Referra		Date	Miniatory	Division/			Classi-	Excluded	Referral	Referral	Hired?	Dete	Date
	company Name	C3A #	Referral Request Received	Ministry	Branch	Ministry Add Work City	Work Address	fication Requested	Position? Yes/No	Surname	First Name	Y/N	Charged	Referral Request Closed
1														
2 3														
4														
5														
6														
7														
8														
9														
10 11														
12														
13														
14														
15														
16														
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18														
19		ļ	ļ	ļ	ļ				ļ	ļ	ļ		ļ	↓
20												<u> </u>		<u> </u>
21 22														+
22 23														┨
23 24														+
25												1		

An electronic copy of an Excel spreadsheet in the format below is to be submitted monthly, within four working days following the end of the reporting month.

Enter information for each Referral request, listing all candidates referred to the Province, including those who were not hired.

The spreadsheet is also to include temporary help workers retained by the Ministry (i.e. hired as an auxiliary employee). If a temporary help worker is retained retained complete all fields and note the Retained Hire Fee in the Retained Hire Fee Section.

CSA No.	CSA-000573	CSA-000573	CSA No.
Agency Holding CSA	Angus One Professional Recruitment	Angus One Professional Recruitment	Agency Holding CSA
Month	Dec-11	Dec-11	Month

	Company Name			End Date of			Ministry Ad	dress	Classi-fication				Retained
			Request	Assignment as temporary worker	of Auxiliary Hire	Branch	Work City	Work		Position? Yes/No	Surname	First Name	Hire Fee Charged
				temporary worker	1111.6			Address		163/110			Chargeu
1	Angus One	CSA-000573											
2													
3													
4													
5													
6													
7													
8													
9													
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## **APPENDIX D**

# Monthly Reporting Form for Temporary Help Service Assignments

An electronic copy of an Excel spreadsheet in the format below is to be submitted monthly, within four working days following the end of the reporting month.

The spreadsheet is to provide details of each assignment completed during the reporting month. Assignments still underway at the end of the month are to be reported when completed.

CSA No. **ON-001983** 

Offeror Holding CSA : Hunt Personnel/Temporarily Yours Month: Dec-11

Company	CSA #	Start Date	End Date	Surname First Name	Ministry	Division/	Ministry	Address	Classi- fication	Excluded Position?	Total Hours Worked	Hourly Rate at Regular	Total O/T Hours	Hourly Overtime	Total O/T Hours	Hourly Overtime	Total Billing	1% Admin Fee
Name			-			Branch	Work City	Work	4	Yes/No	Regular Time	Time	Worked @ Overtime	Rate #1	Worked @ Overtime	Rate #2		
								Address					Rate #1		Rate # 2			
Temporarily Yours	ON-001983	2011-11-28	2011-12-02		Ministry of Social Developmen	E&L Market Service Div.	Vancouver	1050 W Pender	OAR7		35	23.20					812.00	8.12
Temporarily Yours	ON-001983	2011-12-05	2011-12-09		t Ministry of Social Developmen	E&L Market Service Div.	Vancouver	1050 W Pender	OAR7		35	23.20					812.00	8.12
Temporarily Yours	ON-001983	2011-12-12	2011-12-16		t Ministry of Social Developmen	E&L Market Service Div.	Vancouver	1050 W Pender	OAR7		35	23.20					812.00	8.12
Temporarily Yours	ON-001983	2011-12-19	2011-12-23		t Ministry of Social Developmen	E&L Market Service Div.	Vancouver	1050 W Pender	OAR7		35	23.20					812.00	8.12
Temporarily Yours	ON-001983	2011-12-06	2011-12-09		t Public Guardian & Trustee		Vancouver	808 West Hastings	CL07		20	23.20					464.00	4.64
Temporarily Yours	ON-001983	2011-12-06	2011-12-09	\$22	Public Guardian & Trustee		Vancouver	808 West Hastings	CL07		28	27.55					771.40	7.71
Temporarily Yours	ON-001983	2011-12-15	2011-12-16		Public Guardian & Trustee		Vancouver	808 West Hastings	CL07		14	27.55					385.70	3.86
Temporarily Yours	ON-001983	2011-12-19	2011-12-23		Public Guardian & Trustee		Vancouver	808 West Hastings	CL07		35	27.55					964.25	9.64
Temporarily Yours		2011-12-28			Public Guardian & Trustee		Vancouver	808 West Hastings	CL07		21	27.55					578.55	5.79
Temporarily Yours	ON-001983	2011-12-06	2011-12-07		Representati ve for Children and Young		Burnaby	M12-4277 Kingsway	OAR7		8.5	23.20					197.20	1.97
Temporarily Yours	ON-001983	2011-12-28	2011-12-30		Representati ve for Children and Young		Burnaby	M12-4277 Kingsway	OAR7		20	23.20					464.00	4.64
Totals											286.5		0.00		0.00			<b>70.73</b> ge 50 7-2012-00

## Monthly Reporting Form For Auxiliary Referrals/Retained Hires

An electronic copy of an Excel spreadsheet in the format below is to be submitted monthly, within four working days following the end of the reporting month.

Enter information for each Referral request, listing all candidates referred to the Province, including those who were not hired.

The spreadsheet is also to include temporary help workers retained by the Ministry (i.e. hired as an auxiliary employee). If a temporary help worker is retained complete all fields and note the Retained Hire Fee in the Retained Hire Fee Section.

Dec-11

Name of Offeror Holding CSA: Hunt Personnel/Temporarily Yours Month:

#### Auxiliary Referrals

ſ	Company Name	CSA #	Date	Ministry	Division/	Ministry	Address	Classi-	Excluded	Referral	Referral	Hired?	Rate	1% Admin	Date
			Referral					fication	Position?				Charged	Fee	Referral
			Request		Branch			Requested	Yes/No	Surname	First Name				Request
			Received												Closed
						Work City	Work	1				Y/N			
							Address								

Temporarily Yours	ON-0001983	Date of	End Date of	Effective	Division/				Excluded			1% Admin
		Request	Assignment	Date of					Position?			Fee
			as	Auxiliary								
			temporary	Hire								
			worker		Branch	Vancouver	Work	1	Yes/No	Surname	First Name	0
							Address					

CSA # Offeror Holding CSA	CS-000579 Altis Human Resources (Vancouver ) Inc.															
Month	January															
Company Name	CSA #	Start End Date Date	Surname	First Name	-	Ministry Address Work Work City Address	Classification	Excluded Position? Yes/No	Hours	Rate at Regular		Hourly Overtime Rate #1	Total O/T Hours Worked @ Overtime	Hourly Overtime Rate #2	Total Billing	
						ony Address					Rate #1		Rate #2			

Totals

0 0 0 \$-\$-

## **APPENDIX D - Monthly Reporting Form For Temporary Help Service Assignments**

An electronic copy of an Excel spreadsheet in the format below is to be submitted monthly, within four working days following the end of the reporting month.

The spreadsheet is to provide details of each assignment completed during the reporting month. Assignments still underway at the end of the month are to be

reported when completed.

	CSA No. Agency Holding CSA Month	CSA-000573 Angus One Jan-12		al Rec Ltd.	-										CSA-0005 Angus On Jan-12		onal Rec Ltd.	CSA No. Agency Ho Month	olding CSA	L
	Company Name	CSA #	Start Date	End Date	Surname	First Name	Ministry	Division/ Branch	Ministry Ado	lress	Classi-fication	Excluded Position?	Total Hours	Hourly Rate at	Total O/T Hours	Hourly Overtime	Total O/T Hours	Hourly Overtime	Billing	1% Admin
									work city	work address		Yes/No	Worked Regular Time	Regular Time	Worked @ Overtime Rate #1	Rate #1	Worked @ Overtime Rate # 2	Rate #2		Fee
1	Angus One	CSA-000573	19-Jan-12	23-Jan-12	S2	2	Ministry of Transportation	Sea to Sky Highway	Vancouver	550 - 925 West Georgia Street	CS9	No	21.00	\$21.79					\$457.59	\$4.58
2	Angus One	CSA-000573																		
3	Angus One	CSA-000573																		
4	Angus One	CSA-000573																		
	Angus One	CSA-000573																		
6	Angus One	CSA-000573																		
7	Angus One	CSA-000573																		
8	Angus One	CSA-000573																		
	Totals												21.00						\$ 457.59	\$ 4.58

An electronic copy of an Excel spreadsheet in the format below is to be submitted monthly, within four working days following the end of the reporting month.

Enter information for each Referral request, listing all candidates referred to the Province, including those who were not hired.

The spreadsheet is also to include temporary help workers retained by the Ministry (i.e. hired as an auxiliary employee). If a temporary help worker is retained retained complete all fields and note the Retained Hire Fee in the Retained Hire Fee Section.

CSA No.	CSA-000573	CSA	A-000573	CSA No.
Agency Holding CSA	Angus One Professional Recruitment	Ang	gus One Professional Recruitment	Agency Holding CSA
Month	Jan-12	Jan	า-12	Month

### **Auxiliary Referrals**

	Company Name	Date	Ministry	Division/	Ministry Ad	dress	Classi-			Hired?	Rate Charged	Date
		Referral Request Received		Branch	Work City	Work Address	fication Requested	Position? Yes/No	First Name	Y/N		Referral Request Closed
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
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24												
25												

An electronic copy of an Excel spreadsheet in the format below is to be submitted monthly, within four working days following the end of the reporting month.

Enter information for each Referral request, listing all candidates referred to the Province, including those who were not hired.

The spreadsheet is also to include temporary help workers retained by the Ministry (i.e. hired as an auxiliary employee). If a temporary help worker is retained retained complete all fields and note the Retained Hire Fee in the Retained Hire Fee Section.

CSA No.	CSA-000573	CSA-000573	CSA No.
Agency Holding CSA	A Angus One Professional Recruitment	Angus One Professional Recruitment	Agency Holding CSA
Month	Jan-12	Jan-12	Month

### **Regular Referrals**

	Company Name	CSA #	Date	Ministry	Division/	Ministry Add	Iress	Classi-		Referral	Referral	Hired?	Rate Charged	Date
			Referral Request Received		Branch	Work City	Work Address		Position? Yes/No		First Name	Y/N		Referral Request Closed
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
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25														

An electronic copy of an Excel spreadsheet in the format below is to be submitted monthly, within four working days following the end of the reporting month.

Enter information for each Referral request, listing all candidates referred to the Province, including those who were not hired.

The spreadsheet is also to include temporary help workers retained by the Ministry (i.e. hired as an auxiliary employee). If a temporary help worker is retained retained complete all fields and note the Retained Hire Fee in the Retained Hire Fee Section.

CSA No.	CSA-000573	CSA-000573	_CSA No.
Agency Holding CSA	Angus One Professional Recruitment	Angus One Professional Recruitment	Agency Holding CSA
Month	Jan-12	Jan-12	Month

	Company Name	CSA #			Effective Date	Ministry	Division/ Branch	Ministry Ad	dress	Classi-fication	Excluded	Referral	Referral First Name	Retained
			Request	Assignment as temporary worker	of Auxiliary Hire			Work City	Work Address		Position? Yes/No	Surname		Hire Fee Charged
1	Angus One	CSA-000573												
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
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17														
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19														
20														
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24														
25			1											

# **APPENDIX D**

# Monthly Reporting Form for Temporary Help Service Assignments

An electronic copy of an Excel spreadsheet in the format below is to be submitted monthly, within four working days following the end of the reporting month.

The spreadsheet is to provide details of each assignment <u>completed</u> during the reporting month. Assignments still underway at the end of the month are to be reported when completed.

CSA No. **ON-001983** 

Offeror Holding CSA : Hunt Personnel/Temporarily Yours

Month: Jan-12

Company	CSA #	Start Date	End Date	Surname	First Name	Ministry	Division/	Ministry	Address	Classi-	Excluded	Total Hours	Hourly Rate	Total O/T	Hourly	Total O/T	Hourly	Total Billing	1% Admin
										fication	Position?	Worked	at Regular	Hours	Overtime	Hours	Overtime		Fee
Name							Branch				Yes/No	Regular	Time	Worked @	Rate #1	Worked @	Rate #2		
								Work City	Work			Time		Overtime		Overtime			
									Address					Rate #1		Rate # 2			
Temporarily Yours	ON-001983	2012-01-22	2012-01-28			Ministry of	Teacher	Vancouver	2025 West			21	29.00					609.00	6.09
						Education	Regulation		Broadway										
							Branch												
Temporarily Yours	ON-001983	2012-01-29	2012-02-04			Ministry of	Teacher	Vancouver				35	29.00					1,015.00	10.15
						Education	Regulation		Broadway										
							Branch												
Temporarily Yours	ON-001983	2012-01-15	2012-01-21	S	322	Public		Vancouver	808 West	OAR7		35	23.20					812.00	8.12
						Guardian & Trustee			Hastings										
Temporarily Yours	ON-001983	2012-01-22	2012-01-28			Public		Vancouver	808 West	OAR7		28	23.20					649.60	6.50
remporarily rours	014-001983	2012-01-22	2012-01-20			Guardian &		vancouver	Hastings	UAR/		20	23.20					049.00	0.50
						Trustee			nastings										
Temporarily Yours	ON-001983	2012-01-29	2012-02-04			Public		Vancouver	808 West	OAR7		21	23.20					487.20	4.87
						Guardian &		, and care.	Hastings	•••••									
						Trustee			Ū										
												140		0.00		0.00		3,572.80	35.73
Totals																			

## Monthly Reporting Form For Auxiliary Referrals/Retained Hires

An electronic copy of an Excel spreadsheet in the format below is to be submitted monthly, within four working days following the end of the reporting month.

Enter information for each Referral request, listing all candidates referred to the Province, including those who were not hired.

The spreadsheet is also to include temporary help workers retained by the Ministry (i.e. hired as an auxiliary employee). If a temporary help worker is retained complete all fields and note the Retained Hire Fee in the Retained Hire Fee Section.

Jan-12

Name of Offeror Holding CSA: Hunt Personnel/Temporarily Yours Month:

#### Auxiliary Referrals

ſ	Company Name	CSA #	Date	Ministry	Division/	Ministry	Address	Classi-	Excluded	Referral	Referral	Hired?	Rate	1% Admin	Date
			Referral					fication	Position?				Charged	Fee	Referral
			Request		Branch			Requested	Yes/No	Surname	First Name				Request
			Received												Closed
						Work City	Work	1				Y/N			
							Address								

Г	Temporarily Yours	ON-0001983	Date of	End Date of	Effective	Division/				Excluded			1% Admin
			Request	Assignment	Date of					Position?			Fee
				as	Auxiliary								
				temporary	Hire								
				worker		Branch	Vancouver	Work	1	Yes/No	Surname	First Name	0
								Address					

CSA # Offeror Holding CSA Month	CS-000579 Altis Human Re January	esources (Vancou	uver) Inc.				
Company Name	CSA #	Start Date E	nd Date	Surname	First Name	Ministry	Division/Branch
Nil Altis Human Resources Altis Human Resources	Nil CS-000579 CS-000579	2012-01-30 2012-01-19	2012-02-16 2012-02-17			Ministry of Attorney General Ministry of Health	

Totals

Min	istry Address	Classification	Excluded Position? Yes/No	Total Hours Worked Regular	Hourly Rate at Regular Time	Total O/T Hours Worked @ Overtime Rate	Hourly Overtime Rate #1
Work City	Work Address			Time		#1	
Vancouver New Westminister	1020 - 510 Burrard Street 303 - 960 Quayside Drive			34.5 247.5	• • • • •	0 0	0 0

Total O/T Hours Worked @ Overtime Rate #2	Hourly Overtime Rate #2	То	tal Billing	1%	Admin Fee
0 0		\$ \$	481.62 4,102.62		4.82 41.03
0		\$	4,584.24	\$	45.84

# **APPENDIX D**

# Monthly Reporting Form for Temporary Help Service Assignments

An electronic copy of an Excel spreadsheet in the format below is to be submitted monthly, within four working days following the end of the reporting month.

The spreadsheet is to provide details of each assignment completed during the reporting month. Assignments still underway at the end of the month are to be reported when completed.

CSA No. **ON-001983** 

Offeror Holding CSA : Hunt Personnel/Temporarily Yours

Month: Feb-12

Company	CSA #	Start Date	End Date	Surname Fin	irst Name	Ministry	Division/	Ministry	Address	Classi-	Excluded		Hourly Rate	Total O/T	Hourly	Total O/T	Hourly	Total Billing	1% Admin
Name							Branch			fication	Position? Yes/No	Worked Regular	at Regular Time	Hours Worked @	Overtime Rate #1	Hours Worked @	Overtime Rate #2		Fee
								Work City	Work			Time		Overtime		Overtime			
								WORK City	Address					Rate #1		Rate # 2			
Temporarily Yours	ON-001983	2012-02-05	2012-02-11			Ministry of	Teacher	Vancouver	2025 West			35	29.00					1,015.00	10.15
Temperany Tears		2012 02 00	2012 02 11			Education	Regulation	Vanoouver	Broadway				20.00					1,010.00	10.10
							Branch												
Temporarily Yours	ON-001983	2012-02-12	2012-02-18			Ministry of	Teacher	Vancouver	2025 West			25	29.00					725.00	7.25
						Education	Regulation		Broadway										
							Branch												
Temporarily Yours	ON-001983	2012-02-19	2012-02-26			Ministry of	Teacher	Vancouver	2025 West			35	29.00					1,015.00	10.15
						Education	Regulation		Broadway										
<b>-</b>	-						Branch		0005 144			00 F						074 50	0.70
Temporarily Yours	ON-001983	2012-02-26	2012-03-03			Ministry of Education	Teacher	Vancouver	2025 West			33.5	29.00					971.50	9.72
						Education	Regulation Branch		Broadway										
Temporarily Yours	ON-001083	2012-02-12	2012-02-18	S22		Ministry of		Vancouver	1050 W	OAR7		14	23.20					324.80	3.25
Temporarily Tours	014-001303	2012-02-12	2012-02-10			Social	Service Div.	vancouver	Pender	UAR/		14	23.20					324.00	5.25
						Developmen													
						ť													
Temporarily Yours	ON-001983	2012-02-12	2012-02-18			Public		Vancouver	808 West	CL09		34.75	27.55					957.36	9.57
						Guardian &			Hastings										
						Trustee													
Temporarily Yours	ON-001983	2012-02-16	2012-02-25			Public		Vancouver	808 West	CL09		35	27.55					964.25	9.64
						Guardian &			Hastings										
						Trustee													
Temporarily Yours	ON-001983	2012-02-26	2012-03-03			Public		Vancouver	808 West	CL09		35	27.55					964.25	9.64
						Guardian & Trustee			Hastings										
						nusiee						247.25		0.00		0.00		6,937.16	69.37
Totals												271.23		0.00		0.00		0,007.10	00.07
I OTAIS																			

## Monthly Reporting Form For Auxiliary Referrals/Retained Hires

An electronic copy of an Excel spreadsheet in the format below is to be submitted monthly, within four working days following the end of the reporting month.

Enter information for each Referral request, listing all candidates referred to the Province, including those who were not hired.

The spreadsheet is also to include temporary help workers retained by the Ministry (i.e. hired as an auxiliary employee). If a temporary help worker is retained complete all fields and note the Retained Hire Fee in the Retained Hire Fee Section.

Jan-12

Name of Offeror Holding CSA: Hunt Personnel/Temporarily Yours Month:

#### Auxiliary Referrals

ſ	Company Name	CSA #	Date	Ministry	Division/	Ministry	Address	Classi-	Excluded	Referral	Referral	Hired?	Rate	1% Admin	Date
			Referral					fication	Position?				Charged	Fee	Referral
			Request		Branch			Requested	Yes/No	Surname	First Name				Request
			Received												Closed
						Work City	Work	1				Y/N			
							Address								

Г	Temporarily Yours	ON-0001983	Date of	End Date of	Effective	Division/				Excluded			1% Admin
			Request	Assignment	Date of					Position?			Fee
				as	Auxiliary								
				temporary	Hire								
				worker		Branch	Vancouver	Work	1	Yes/No	Surname	First Name	0
								Address					

CSA # CS-000579 Offeror Altis Human Holding Resources CSA (Vancouver) Inc.

Month March

Company Name	CSA #	Start Date	End Date	Surname	First Name	Ministry	Division/ Branch	Ministry Addres Work City	work Address	Classification	Position?	Hours	Rate at Regular Time		Overtime	-	Hourly Overtime Rate #2	Total Billing	1% Admin Fee
Nil Altis Humar	Nil	2012-02-06	2012-03-02			Ministry of		Vancouver	1020 - 510	Office		140	\$ 15.54	0	0	0	0	\$ 2,175.60	\$ 21.76
Resources				S22	2	Attorney General			Burrard Street	Assistant 7									
Altis Humar Resources	CS-000579	2012-02-20	2012-03-19			Ministry of Health		New Westminister	303 - 960 Quayside Drive	Clerk 11		154	\$ 17.37	0	0	0	0	\$ 2,674.98	\$ 26.75
Totals												294		0		0		\$ 4,850.58	\$ 48.51

txtstrFullNameS	txtlngInvoiceNo	strBillToCompanyShortName	txtdtmPeriodEndingDate	txtcurBillRate	txtdblUnits	txtdblUnitsOT	txtdblFreeL	txtcurSubT	txtcurARSt	curAmount	Text37	Text38
	1112000866	MINISTRY OF HEA	2012-03-25	\$17.37	21	0	0	\$364.77	Paid	\$0.00	\$16.74	303
	1112000791	MINISTRY OF HEA	2012-03-18	\$17.37	35	0	0	\$607.95	Paid	\$0.00	\$16.74	303
S22	1112000711	MINISTRY OF HEA	2012-03-11	\$17.37	35	0	0	\$607.95	Paid	\$0.00	\$16.74	303
	1112000639	MINISTRY OF HEA	2012-03-04	\$17.37	35	0	0	\$607.95	Paid	\$0.00	\$16.74	303
	1112000550	MINISTRY OF HEA	2012-02-26	\$17.37	28	0	0	\$486.36	Paid	\$0.00	\$16.74	303
					154							

Text39	Text40	Text41	Text42
0	0	\$5,081.93	\$0.00
0	0	\$5,081.93	\$0.00
0	0	\$5,081.93	\$0.00
0	0	\$5,081.93	\$0.00
0	0	\$5,081.93	\$0.00

# **APPENDIX D**

# Monthly Reporting Form for Temporary Help Service Assignments

An electronic copy of an Excel spreadsheet in the format below is to be submitted monthly, within four working days following the end of the reporting month.

The spreadsheet is to provide details of each assignment <u>completed</u> during the reporting month. Assignments still underway at the end of the month are to be reported when completed.

Month:

CSA No. **ON-001983** 

Offeror Holding CSA : Hunt Personnel/Temporarily Yours

Mar-12

Company	CSA #	Start Date	End Date	Surname First Name	Ministry	Division/	Ministry	Address	Classi-	Excluded	Total Hours	Hourly Rate	Total O/T	Hourly	Total O/T	Hourly	Total Billing	
Name						Branch			fication	Position? Yes/No	Worked Regular	at Regular Time	Hours Worked @	Overtime Rate #1	Hours Worked @	Overtime Rate #2		Fee
							Work City	Work			Time		Overtime Rate #1		Overtime Rate # 2			
Temporarily Yours	ON-001983	2012-03-04	2012-03-10		Ministry of	Teacher	Vancouver	Address 2025 West			35	29.00	rute #1				1.015.00	10.15
		2012 00 04	2012 00 10		Education	Regulation	Vanoouver	Broadway				20.00					1,010.00	10.10
Temporarily Yours	ON-001983	2012-03-11	2012-03-17		Ministry of	Branch Teacher	Vancouver	2025 West			21	29.00					609.00	6.09
					Education	Regulation Branch		Broadway				_0.00						
Temporarily Yours	ON-001983	2012-03-04	2012-03-10		Ministry of	E&L Market	Vancouver	1050 W	OAR7		14	23.20					324.80	3.25
					Social Developmen	Service Div.		Pender										
Tomporarily Vaura	ON 001093	2012-03-11	2012-03-17		t Ministry of	E&L Market	Vanaaliiraa	1050 W	OAR7		21	23.20					487.20	4.87
Temporarily Yours	UN-001983	2012-03-11	2012-03-17		Ministry of Social	Service Div.	Vancouver	Pender	UAR7		21	23.20					407.20	4.07
					Developmen t													
Temporarily Yours	ON-001983	2012-03-18	2012-03-24		Ministry of	E&L Market	Vancouver	1050 W	OAR7		35	23.20					812.00	8.12
					Social Developmen	Service Div.		Pender										
				\$22	ť													
Temporarily Yours	ON-001983	2012-03-25	2012-03-31		Ministry of Social	E&L Market Service Div.	Vancouver	1050 W Pender	OAR7		28	23.20					649.60	6.50
					Developmen													
Temporarily Yours	ON-001983	2012-03-04	2012-03-10		t Public		Vancouver	808 West	CL09		35	27.55					964.25	9.64
					Guardian &			Hastings										
Temporarily Yours	ON-001983	2012-03-04	2012-03-10		Trustee Public		Vancouver	808 West	CL09		35	27.55					964.25	9.64
					Guardian & Trustee			Hastings										
Temporarily Yours	ON-001983	2012-03-11	2012-03-17		Public		Vancouver	808 West	CL09		35	27.55					964.25	9.64
					Guardian & Trustee			Hastings										
Temporarily Yours	ON-001983	2012-03-18	2012-03-24		Public		Vancouver	808 West	CL09		35	27.55					964.25	9.64
					Guardian & Trustee			Hastings										
Temporarily Yours	ON-001983	2012-03-25	2012-03-31		Public		Vancouver	808 West	CL09		35	27.55					964.25	9.64
					Guardian & Trustee			Hastings										
											329		0.00		0.00		8,718.85	87.19
Totals																		

## Monthly Reporting Form For Auxiliary Referrals/Retained Hires

An electronic copy of an Excel spreadsheet in the format below is to be submitted monthly, within four working days following the end of the reporting month.

Enter information for each Referral request, listing all candidates referred to the Province, including those who were not hired.

The spreadsheet is also to include temporary help workers retained by the Ministry (i.e. hired as an auxiliary employee). If a temporary help worker is retained complete all fields and note the Retained Hire Fee in the Retained Hire Fee Section.

Mar-12

Name of Offeror Holding CSA: Hunt Personnel/Temporarily Yours Month:

#### Auxiliary Referrals

ſ	Company Name	CSA #	Date	Ministry	Division/	Ministry	Address	Classi-	Excluded	Referral	Referral	Hired?	Rate	1% Admin	Date
			Referral					fication	Position?				Charged	Fee	Referral
			Request		Branch			Requested	Yes/No	Surname	First Name				Request
			Received												Closed
						Work City	Work	1				Y/N			
							Address								

Temporarily Yours	ON-0001983	Date of	End Date of	Effective	Division/				Excluded			1% Admin
		Request	Assignment	Date of					Position?			Fee
			as	Auxiliary								
			temporary	Hire								
			worker		Branch	Vancouver	Work	1	Yes/No	Surname	First Name	0
							Address					