

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

CSA-000422
Angus One Professional Rec Ltd.

Month
May-11

CSA-000422
Angus One Professional Rec Ltd.

CSA No.
Agency Holding CSA

May-11
Month

	Company Name	CSA #	Start Date	End Date	Surname	First Name	Ministry	Division/ Branch	Ministry Address		Classi-fication	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
									work city	work address										
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					\$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			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												101.00						\$1,947.46	\$19.47

APPENDIX E Monthly Reporting Form For Auxiliary & Regular 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 retained complete all fields and note the Retained Hire Fee in the Retained Hire Fee Section.

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

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

Auxiliary Referrals

[illegible]

APPENDIX E Monthly Reporting Form For Auxiliary & Regular Referrals/Retained Hires

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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.
Agency Holding
CSA
Month

CSA No.
Agency Holding
CSA
Month

Regular Referrals

	Company Name	MSO #	Date Referral Request Received	Ministry	Division/ Branch	Ministry Address		Classi- fication Requested	Excluded Position? Yes/No	Referral Surname	Referral First Name	Hired? Y/N	Rate Charged	Date Referral Request Closed
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APPENDIX E Monthly Reporting Form For Auxiliary & Regular 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 retained complete all fields and note the Retained Hire Fee in the Retained Hire Fee Section.

CSA No.
Agency Holding
CSA
Month

CSA No.
Agency Holding CSA
Month

Retained (Auxiliary) Hires

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

Monthly Reporting Form for Temporary Help Service Assignments

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CSA No. ON-001983

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

Company Name	CSA #	Start Date	End Date	Surname	First Name	Ministry	Division/ Branch	Ministry Address		Classi- fication	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
								Work City	Work Address										
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	S22		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			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			Ministry 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.

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

Month: **May-11**

Auxiliary Referrals

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

Retained (Auxiliary) Hires

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

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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	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
									work city	work address										
1	Angus One	CSA-000422	16-May-11	3-Jun-11	S22		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	14-Jun-11			Ministry of Children and Family Development	Operations	Vancouver	8th Floor, 1177 West Broadway	RBD-OA7	No	5 50	\$18.99					\$104.45	\$1 04
3	Angus One	CSA-000422	10-Jun-11	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	\$19 84
4	Angus One	CSA-000422	30-Jun-11	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	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			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
11	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
13	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
15	Angus One	CSA-000422	13-Jun-11	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					\$569.70	\$5.70
Totals													397.00						\$7,539.03	\$75.39

APPENDIX E Monthly Reporting Form For Auxiliary & Regular Referrals/Retained Hires

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CSA No.
Agency Holding CSA
Month

CSA-000422
Angus One Professional Recruitment
Jun-11

CSA-000422
Angus One Professional Recruitment
Jun-11

CSA No.
Agency Holding CSA
Month

Auxiliary Referrals

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

Agency Holding CSA _____

Month _____

CSA No. _____

Agency Holding CSA _____

Month _____

Regular Referrals

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

Agency Holding CSA _____

Month _____

CSA No. _____

Agency Holding CSA _____

Month _____

Retained (Auxiliary) Hires

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

Monthly Reporting Form for Temporary Help Service Assignments

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CSA No. ON-001983

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

Company Name	CSA #	Start Date	End Date	Surname	First Name	Ministry	Division/ Branch	Ministry Address		Classi- fication	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
								Work City	Work Address										
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	S22		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			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

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

Month: **Jun-11**

Auxiliary Referrals

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

Retained (Auxiliary) Hires

Temporarily Yours	ON-0001983	Date of Request	End Date of Assignment as temporary worker	Effective Date of Auxiliary Hire 2011-06-06	Public Guardian & Trustee	Division/	700-808 W. Hastings Street		Clerk Steno 11	Excluded Position?	S22		675	1% Admin Fee
						Branch	Vancouver	Work Address			Surname	First Name		

CSA #
Offeror Holding CSA
Month

Company Name	CSA #	Start Date	End Date	Surname	First Name	Ministry	Ministry Address		Classification	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
							Work City	Work Address										
Altis Human Resources Inc.	CS-000579	2011-07-11	2011-07-13	S22		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

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CSA No.
Agency Holding CSA
Month

CSA-000573
Angus One Professional Rec Ltd.
Jul-11

CSA-000573
Angus One Professional Rec Ltd.
Jul-11

CSA No.
Agency Holding CSA
Month

	Company Name	CSA #	Start Date	End Date	Surname	First Name	Ministry	Division/ Branch	Ministry Address		Classi-fication	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
									work city	work address										
1	Angus One	CSA-000422	28-Jul-11	28-Jul-11	S22		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			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	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	CSA-000422	6-Jul-11	13-Jul-11			Ministry of Labour & Citizens Services	BC Mail Plus	Burnaby	8888 University Drive	OA6	No	23.50	\$17.98					\$422.53	\$4.23
Totals													797.50						\$ 15,040.50	\$ 150.40

APPENDIX E Monthly Reporting Form For Auxiliary & Regular 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 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 Jul-11

CSA-000573 CSA No.

Angus One Professional Recruitment Agency Holding CSA

Jul-11 Month

Auxiliary Referrals

	Company Name	MSO #	Date Referral Request Received	Ministry	Division/ Branch	Ministry Address		Classi-fication Requested	Excluded Position? Yes/No	Referral Surname	Referral First Name	Hired? Y/N	Rate Charged	Date Referral Request Closed
						Work City	Work Address							
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APPENDIX E Monthly Reporting Form For Auxiliary & Regular 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 retained complete all fields and note the Retained Hire Fee in the Retained Hire Fee Section.

CSA No.
Agency Holding CSA
Month

CSA No.
Agency Holding CSA
Month

Regular Referrals

	Company Name	MSO #	Date Referral Request Received	Ministry	Division/ Branch	Ministry Address		Classi- fication Requested	Excluded Position? Yes/No	Referral Surname	Referral First Name	Hired? Y/N	Rate Charged	Date Referral Request Closed
						Work City	Work Address							
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APPENDIX E Monthly Reporting Form For Auxiliary & Regular 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 retained complete all fields and note the Retained Hire Fee in the Retained Hire Fee Section.

CSA No. _____

Agency Holding CSA _____

Month _____

CSA No. _____

Agency Holding CSA _____

Month _____

Retained (Auxiliary) Hires

	Company Name	MSO #	Date of Request	End Date of Assignment as temporary worker	Effective Date of Auxiliary Hire	Ministry	Division/ Branch	Ministry Address		Classi- fication	Excluded Position? Yes/No	Referral Surname	Referral First Name	Retained Hire Fee Charged
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Monthly Reporting Form for Temporary Help Service Assignments

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.

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

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APPENDIX E Monthly Reporting Form For Auxiliary Referrals/Retained Hires

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.

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

Month: Jul-11

Auxiliary Referrals

[illegible]

Retained (Auxiliary) Hires

Temporarily Yours	ON-0001983	Date of Request	End Date of Assignment as temporary worker	Effective Date of Auxiliary Hire 2011-06-06	Public Guardian & Trustee	Division/ Branch	700-808 W. Hastings Street		Clerk Steno 11	Excluded Position? Yes/No	S22		675	1% Admin Fee 6.75
							Vancouver	Work Address			Surname	First Name		

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 Work City	Classification Work Address	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
MINISTRY OF HEALTH	CS-000579	2011-08-16	2011-08-26			S22		MINISTRY OF HEALTH	New Westminster	301 - 960 Quayside Drive 11	Clerk Stenographer	Yes	47.25	\$ 18.12			\$ 856.17	\$0.86
Totals											47.25		0		0		\$ 856.17	\$0.86

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 Professional Rec Ltd.
Aug-11

CSA No.
Agency Holding CSA
Month

CSA-000573
Angus One Professional Rec Ltd.
Aug-11

	Company Name	CSA #	Start Date	End Date	Surname	First Name	Ministry	Division/ Branch	Ministry Address		Classi-fication	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
									work city	work address										
1	Angus One	CSA-000573	2-Aug-11	5-Aug-11	S22		BC Securities Commission	Operations	Vancouver	12th Floor - 701 West Georgia Street	Data Management Clerk	No	28.00	\$28.80					\$806.40	\$8.06
2	Angus One	CSA-000573	2-Aug-11	5-Aug-11			Ministry of Children and Family Development	Operations	Vancouver	1st Floor - 550 Cambie Street	RGB-OA7	No	27.00	\$18.99					\$512.73	\$5.13
3	Angus One	CSA-000573	2-Aug-11	5-Aug-11			Ministry of Children and Family Development	Operations	Vancouver	10th Floor – 1177 West Broadway	RHK-OA7	No	28.00	\$18.99					\$531.72	\$5.32
4	Angus One	CSA-000573	15-Aug-11	15-Aug-11			Ministry of Children and Family Development	Operations	Vancouver	7th Floor - 1177 West Broadway	RHU-OA7	No	7.00	\$18.99					\$132.93	\$1.33
5	Angus One	CSA-000573	26-Jul-11	2-Aug-11			Ministry of Children and Family Development	Operations	North Vancouver	#301-224 West Esplanade	RZB-OA7	No	35.00	\$18.99					\$664.65	\$6.65
6	Angus One	CSA-000573	17-Aug-11	22-Aug-11			Ministry of Children and Family Development	Operations	Coquitlam	Fernwood Lodge, 2601 Lougheed Highway	HDG-OA7	No	30.00	\$18.99					\$569.70	\$5.70
7	Angus One	CSA-000573	4-Aug-11	5-Aug-11			Ministry of Children and Family Development	Operations	Vancouver	#105 - 5550 Fraser Street	RGG-OA7	No	14.00	\$18.99					\$265.86	\$2.66
8	Angus One	CSA-000573	2-Aug-11	26-Aug-11			Ministry of Children and Family Development	Operations	North Vancouver	#301-224 West Esplanade	RZB-OA7	No	133.00	\$18.99					\$2,525.67	\$25.26
9	Angus One	CSA-000573	25-Jul-11	8-Aug-11			Ministry of Children and Family Development	Operations	Vancouver	#105 - 5550 Fraser Street	RGG-OA7	No	24.50	\$18.99					\$465.26	\$4.65
10	Angus One	CSA-000573	19-Jul-11	19-Aug-11			Ministry of Children and Family Development	Operations	Richmond	#130-5840 Cedarbridge Way	RNB-OA7	No	147.00	\$18.99					\$2,791.53	\$27.92
11	Angus One	CSA-000573	5-Aug-11	5-Aug-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-000573	2-Aug-11	3-Aug-11			Ministry of Children and Family Development	Operations	Vancouver	#105 - 5550 Fraser Street	RGG-OA7	No	12.00	\$18.99					\$227.88	\$2.28
13	Angus One	CSA-000573	8-Aug-11	12-Aug-11			Ministry of Children and Family Development	Operations	Vancouver	2411 E. Pender Street	RFJ-OA7	No	35.00	\$18.99					\$664.65	\$6.65
14	Angus One	CSA-000573	30-Aug-11	30-Aug-11			Ministry of Children and Family Development	Operations	Vancouver	3455 Victoria Drive	RFL-OA7	No	6.00	\$18.99					\$113.94	\$1.14
15	Angus One	CSA-000573	25-Jul-11	5-Aug-11			Ministry of Children and Family Development	Operations	Vancouver	5050 Joyce Street	RFD-OA7	No	63.00	\$18.99					\$1,196.37	\$11.96
16	Angus One	CSA-000573	10-Aug-11	10-Aug-11			Ministry of Children and Family Development	Operations	Port Moody	#300-3003 St. John Street	HDK-OA7	No	6.00	\$18.99					\$113.94	\$1.14
17	Angus One	CSA-000573	2-Aug-11	19-Aug-11			Ministry of Children and Family Development	Operations	Vancouver	6th Floor, 1177 West Broadway	RKD-OA7	No	98.00	\$18.99					\$1,861.02	\$18.61
18	Angus One	CSA-000573	15-Aug-11	26-Aug-11			Ministry of Children and Family Development	Operations	Vancouver	#105 - 5550 Fraser Street	RGG-OA7	No	70.00	\$18.99					\$1,329.30	\$13.29
19	Angus One	CSA-000573	29-Aug-11	29-Aug-11			Ministry of Children and Family Development	Operations	Vancouver	3455 Victoria Drive	RFL-OA7	No	7.00	\$18.99					\$132.93	\$1.33
20	Angus One	CSA-000573	23-Aug-11	26-Aug-11			Ministry of Children and Family Development	Operations	New Westminster	#201-237 E. Columbia Street	RIH-OA7	No	28.50	\$18.99					\$541.22	\$5.41
21	Angus One	CSA-000573	8-Aug-11	12-Aug-11			Ministry of Children and Family Development	Operations	Vancouver	1st Floor - 550 Cambie Street	RGB-OA7	No	35.00	\$18.99					\$664.65	\$6.65
Totals													841.00						\$ 16,245.27	\$ 162.45

APPENDIX E Monthly Reporting Form For Auxiliary & Regular 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 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	Aug-11

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

Auxiliary Referrals

[illegible]

APPENDIX E Monthly Reporting Form For Auxiliary & Regular 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 retained complete all fields and note the Retained Hire Fee in the Retained Hire Fee Section.

CSA No. _____

Agency Holding CSA _____

Month _____

CSA No. _____

Agency Holding CSA _____

Month _____

Regular Referrals

	Company Name	MSO #	Date Referral Request Received	Ministry	Division/ Branch	Ministry Address		Classi- fication Requested	Excluded Position? Yes/No	Referral Surname	Referral First Name	Hired? Y/N	Rate Charged	Date Referral Request Closed
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APPENDIX E Monthly Reporting Form For Auxiliary & Regular 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 retained complete all fields and note the Retained Hire Fee in the Retained Hire Fee Section.

CSA No. _____

Agency Holding CSA _____

Month _____

CSA No. _____

Agency Holding CSA _____

Month _____

Retained (Auxiliary) Hires

	Company Name	MSO #	Date of Request	End Date of Assignment as temporary worker	Effective Date of Auxiliary Hire	Ministry	Division/ Branch	Ministry Address		Classi- fication	Excluded Position? Yes/No	Referral Surname	Referral First Name	Retained Hire Fee Charged
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Monthly Reporting Form for Temporary Help Service Assignments

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.

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

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APPENDIX E Monthly Reporting Form For Auxiliary Referrals/Retained Hires

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.

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

Month: **Aug-11**

Auxiliary Referrals

[illegible]

Retained (Auxiliary) Hires

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

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		Classification	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
								Work City	Work Address										
Altis Human Resources (Vancouver) Inc.	CS-000579	2011-08-29	2011-09-09	S22		Health	Business Management	New Westminster	301 - 960 Quayside Drive	Clerk Stenographer 9	Yes	67.5	\$ 16.64	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

CSA-000573 CSA No.

Angus One Professional

Rec Ltd. Agency Holding CSA

Sep-11 Month

	Company Name	CSA #	Start Date	End Date	Surname	First Name	Ministry	Division/ Branch	Ministry Address		Classi-fication	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
									work city	work address										
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APPENDIX E Monthly Reporting Form For Auxiliary & Regular 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 retained complete all fields and note the Retained Hire Fee in the Retained Hire Fee Section.

CSA No.

Agency Holding

CSA

Month

CSA-000573

Angus One Professional Recruitment

Sep-11

CSA-000573

Angus One Professional Recruitment

Sep-11

CSA No.

Agency Holding

Month

CSA

CSA

Month

Auxiliary Referrals

	Company Name	CSA #	Date Referral Request Received	Ministry	Division/ Branch	Ministry Address		Classi-fication Requested	Excluded Position? Yes/No	Referral Surname	Referral First Name	Hired? Y/N	Rate Charged	Date Referral Request Closed	
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APPENDIX E Monthly Reporting Form For Auxiliary & Regular 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 retained complete all fields and note the Retained Hire Fee in the Retained Hire Fee Section.

CSA No.

CSA-000573

Agency Holding C

Angus One Professional Recruitment

Month

Sep-11

CSA-000573 CSA No.

Angus One Professional Recruitment Agency Holding CSA

Sep-11 Month

Regular Referrals

	Company Name	CSA #	Date Referral Request Received	Ministry	Division/ Branch	Ministry Address		Classi- fication Requested	Excluded Position? Yes/No	Referral Surname	Referral First Name	Hired? Y/N	Rate Charged	Date Referral Request Closed
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APPENDIX E Monthly Reporting Form For Auxiliary & Regular 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 retained complete all fields and note the Retained Hire Fee in the Retained Hire Fee Section.

CSA No.

CSA-000573

Agency Holding

Angus One Professional Recruitment

CSA

Month

Sep-11

CSA-000573

CSA No.

Angus One Professional Recruitm

Agency Holding CSA

Sep-11

Month

Retained (Auxiliary) Hires

	Company Name	CSA #	Date of Request	End Date of Assignment as temporary worker	Effective Date of Auxiliary Hire	Ministry	Division/ Branch	Ministry Address		Classi-fication	Excluded Position? Yes/No	Referral Surname	Referral First Name	Retained Hire Fee Charged
								Work City	Work Address					
1	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
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Candidate S22

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: **Sep-11**

Company Name	CSA #	Start Date	End Date	Surname	First Name	Ministry	Division/ Branch	Ministry Address		Classi- fication	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
								Work City	Work Address										
Temporarily Yours	ON-001983	2011-09-06	2011-09-09	S22		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			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

APPENDIX E Monthly Reporting Form For Auxiliary Referrals/Retained Hires

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.

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

Month: **Sep-11**

Auxiliary Referrals

[illegible]

Retained (Auxiliary) Hires

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

CSA #

Offeror Holding

CSA

Month

CS-

Altis

Human

October

000579

Company Name	CSA #	Start Date	End Date	Surname	First Name	Ministry	Division/Branch	Ministry Address		Classification	Excluded Position? Yes/No	Total Hours Worked Regular Time	Hourly Rate at Regular Time	Total O/T Hours Worked @ Overtime Rate #1
								Work City	Work Address					
Altis Human Resources (Vancouver) Inc.	CS-000579	2011-09-12	2011-10-07	S22		Health	Business Management	New Westminster	301 - 960 Quayside Drive	Clerk Stenographer 9	Yes	150	\$ 16.64	0
Totals												150		0

Hourly Overtime Rate #1	Total O/T Hours Worked @ Overtime Rate #2	Hourly Overtime Rate #2	Total Billing	1% Admin Fee
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 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: **Oct-11**

Company Name	CSA #	Start Date	End Date	Surname	First Name	Ministry	Division/ Branch	Ministry Address		Classi- fication	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
								Work City	Work Address										
Temporarily Yours	ON-001983	2011-08-29	2011-10-28	S22		Ministry of Transportati on	Lower Mainland District	New West	1065 Columbia Street	CL09		142.5	27.55					3,925.88	39.26
Temporarily Yours	ON-001983	2011-09-19	2011-10-14			Public Guardian & Trustee		Vancouver	808 West Hastings	CL09		63	27.55					1,735.65	17.36
Temporarily Yours	ON-001983	2011-10-19	2011-10-25			Public Guardian & Trustee		Vancouver	808 West Hastings	CL07		35	23.20					812.00	8.12
Temporarily Yours	ON-001983	2011-10-12	2011-10-14			Public Guardian & Trustee		Vancouver	808 West Hastings	CL09		17.5	27.55					482.13	4.82
Temporarily Yours	ON-001983	2011-10-17	2011-10-25			Ministry of Finance	Investigations Unit	Surrey	10475 138th Street	OAR6		52.5	19.94					1,046.85	10.47
Temporarily Yours	ON-001983	2011-10-06	2011-10-25			Ministry of Finance	Investigations Unit	Surrey	10475 138th Street	OAR6		97.5	19.94					1,944.15	19.44
Temporarily Yours	ON-001983	2011-10-06	2011-10-14			Ministry of Finance	Investigations Unit	Surrey	10475 138th Street	OAR6		44	19.94					877.36	8.77
Totals												452		0.00		0.00		10,824.01	108.24

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.

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

Month: **Oct-11**

Auxiliary Referrals

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

Retained (Auxiliary) Hires

Temporarily Yours	ON-0001983	Date of Request	End Date of Assignment as temporary worker	Effective Date of Auxiliary Hire		Division/ Branch			Excluded Position? Yes/No	Surname	First Name		1% Admin Fee
							Vancouver	Work 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	Classification	Excluded Position? Yes/No	Total Hours Worked Regular Time	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 Fee	
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 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 Professional Rec Ltd.
Nov-11

CSA-000573
Angus One Professional Rec Ltd.
Nov-11

CSA No.
Agency Holding CSA
Month

	Company Name	CSA #	Start Date	End Date	Surname	First Name	Ministry	Division/ Branch	Ministry Address		Classi- fication	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
									work city	work address										
1	Angus One	CSA-000573	2-Nov-11	4-Nov-11	S22		BC Securities Commission	Operations	Vancouver	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												18.50						\$ 444.00	\$ 4.44

APPENDIX E Monthly Reporting Form For Auxiliary & Regular 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 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 No.

CSA-000573

Agency Holding CSA

Angus One Professional Recruitment

Month

Nov-11

Auxiliary Referrals

	Company Name	CSA #	Date Referral Request Received	Ministry	Division/ Branch	Ministry Address		Classi-fication Requested	Excluded Position? Yes/No	Referral Surname	Referral First Name	Hired? Y/N	Rate Charged	Date Referral Request Closed
						Work City	Work Address							
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APPENDIX E Monthly Reporting Form For Auxiliary & Regular 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 retained complete all fields and note the Retained Hire Fee in the Retained Hire Fee Section

CSA No.
Agency Holding CSA
Month

CSA-000573
Angus One Professional Recruitment
Nov-11

CSA-000573
Angus One Professional Recruitment
Nov-11

CSA No.
Agency Holding CSA
Month

Regular Referrals

	Company Name	CSA #	Date Referral Request Received	Ministry	Division/ Branch	Ministry Address		Classi- fication Requested	Excluded Position? Yes/No	Referral Surname	Referral First Name	Hired? Y/N	Rate Charged	Date Referral Request Closed
						Work City	Work Address							
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APPENDIX E Monthly Reporting Form For Auxiliary & Regular 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 retained complete all fields and note the Retained Hire Fee in the Retained Hire Fee Section.

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

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

Retained (Auxiliary) Hires

[illegible]

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: **Nov-11**

Company Name	CSA #	Start Date	End Date	Surname	First Name	Ministry	Division/ Branch	Ministry Address		Classi- fication	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
								Work City	Work Address										
Temporarily Yours	ON-001983	2011-11-25	2011-12-02	S22		Ministry of Social Developmen t	E&L Market Service Div.	Vancouver	1050 W Pender	OAR7		7	23.20					162.40	1.62
Temporarily Yours	ON-001983	2011-11-24	2011-11-25			Public Guardian & Trustee		Vancouver	808 West Hastings	CL07		14	23.20					324.80	3.25
Temporarily Yours	ON-001983	2011-11-08	2011-11-18			Representat ive for Children and Young		Burnaby	M12-4277 Kingsway	OAR7		37	23.20					858.40	8.58
Totals												58		0.00		0.00		1,345.60	13.46

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.

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

Month: **Nov-11**

Auxiliary Referrals

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

Retained (Auxiliary) Hires

Temporarily Yours	ON-0001983	Date of Request	End Date of Assignment as temporary worker	Effective Date of Auxiliary Hire		Division/ Branch			Excluded Position? Yes/No				1% Admin Fee
							Vancouver	Work Address					
													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 Professional Rec Ltd.
Dec-11

CSA-000573
Angus One Professional Rec Ltd.
Dec-11

CSA No.
Agency Holding CSA
Month

	Company Name	CSA #	Start Date	End Date	Surname	First Name	Ministry	Division/ Branch	Ministry Address		Classi-fication	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
									work city	work address										
1	Angus One	CSA-000573	18-Oct-11	30-Dec-11	S22		Ministry of Attorney General	Legal Services	Vancouver	1301 - 865 Hornby Street	Clerk Stenographer II	No	364.00	\$24.28	1.50	\$36.42			\$8,892.55	\$88.93
2	Angus One	CSA-000573	23-Nov-11	9-Dec-11			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
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												588.00		1.50				\$ 13,320.54	\$ 133.21

APPENDIX E Monthly Reporting Form For Auxiliary & Regular 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 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 Dec-11

CSA-000573 CSA No.

Angus One Professional Recruitment Agency Holding CSA

Dec-11 Month

Auxiliary Referrals

	Company Name	CSA #	Date Referral Request Received	Ministry	Division/ Branch	Ministry Address		Classi-fication Requested	Excluded Position? Yes/No	Referral Surname	Referral First Name	Hired? Y/N	Rate Charged	Date Referral Request Closed
						Work City	Work Address							
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APPENDIX E Monthly Reporting Form For Auxiliary & Regular 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 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

Dec-11

CSA-000573

Angus One Professional Recruitment

Dec-11

CSA No.

Agency Holding CSA

Month

Regular Referrals

	Company Name	CSA #	Date Referral Request Received	Ministry	Division/ Branch	Ministry Address		Classi- fication Requested	Excluded Position? Yes/No	Referral Surname	Referral First Name	Hired? Y/N	Rate Charged	Date Referral Request Closed
						Work City	Work Address							
1														
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APPENDIX E Monthly Reporting Form For Auxiliary & Regular 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 retained complete all fields and note the Retained Hire Fee in the Retained Hire Fee Section.

CSA No.
Agency Holding CSA
Month

CSA-000573
Angus One Professional Recruitment
Dec-11

CSA-000573
Angus One Professional Recruitment
Dec-11

CSA No.
Agency Holding CSA
Month

Retained (Auxiliary) Hires

	Company Name	CSA #	Date of Request	End Date of Assignment as temporary worker	Effective Date of Auxiliary Hire	Ministry	Division/ Branch	Ministry Address		Classi-fication	Excluded Position? Yes/No	Referral Surname	Referral First Name	Retained Hire Fee Charged
								Work City	Work Address					
1	Angus One	CSA-000573												
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Monthly Reporting Form for Temporary Help Service Assignments

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.

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

Page 50
CTZ-2012-00070

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.

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

Month: **Dec-11**

Auxiliary Referrals

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

Retained (Auxiliary) Hires

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

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

Month January

Company Name	CSA #	Start Date	End Date	Surname	First Name	Ministry	Division /Branch	Ministry Address	Classification	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
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Nil	Nil																	
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Totals											0	0	0					\$ -	\$ -
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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.
Agency Holding CSA
Month

CSA-000573
Angus One Professional Rec Ltd.
Jan-12

CSA-000573
Angus One Professional Rec Ltd.
Jan-12

CSA No.
Agency Holding CSA
Month

	Company Name	CSA #	Start Date	End Date	Surname	First Name	Ministry	Division/ Branch	Ministry Address		Classi-fication	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
									work city	work address										
1	Angus One	CSA-000573	19-Jan-12	23-Jan-12	S22		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																		
5	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

APPENDIX E Monthly Reporting Form For Auxiliary & Regular 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 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 Jan-12

CSA-000573 CSA No.

Angus One Professional Recruitment Agency Holding CSA

Jan-12 Month

Auxiliary Referrals

	Company Name	CSA #	Date Referral Request Received	Ministry	Division/ Branch	Ministry Address		Classi- fication Requested	Excluded Position? Yes/No	Referral Surname	Referral First Name	Hired? Y/N	Rate Charged	Date Referral Request Closed
						Work City	Work Address							
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APPENDIX E Monthly Reporting Form For Auxiliary & Regular 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 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 Jan-12

CSA No. CSA-000573

Agency Holding CSA Angus One Professional Recruitment

Month Jan-12

Regular Referrals

	Company Name	CSA #	Date Referral Request Received	Ministry	Division/ Branch	Ministry Address		Classi- fication Requested	Excluded Position? Yes/No	Referral Surname	Referral First Name	Hired? Y/N	Rate Charged	Date Referral Request Closed
						Work City	Work Address							
1														
2														
3														
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APPENDIX E Monthly Reporting Form For Auxiliary & Regular 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 retained complete all fields and note the Retained Hire Fee in the Retained Hire Fee Section.

CSA No.
Agency Holding CSA
Month

CSA-000573
Angus One Professional Recruitment
Jan-12

CSA-000573
Angus One Professional Recruitment
Jan-12

CSA No.
Agency Holding CSA
Month

Retained (Auxiliary) Hires

	Company Name	CSA #	Date of Request	End Date of Assignment as temporary worker	Effective Date of Auxiliary Hire	Ministry	Division/ Branch	Ministry Address		Classi-fication	Excluded Position? Yes/No	Referral Surname	Referral First Name	Retained Hire Fee Charged
								Work City	Work Address					
1	Angus One	CSA-000573												
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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: **Jan-12**

Company Name	CSA #	Start Date	End Date	Surname	First Name	Ministry	Division/ Branch	Ministry Address		Classi- fication	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
								Work City	Work Address										
Temporarily Yours	ON-001983	2012-01-22	2012-01-28	S22		Ministry of Education	Teacher Regulation Branch	Vancouver	2025 West Broadway	OAR7		21	29.00					609.00	6.09
Temporarily Yours	ON-001983	2012-01-29	2012-02-04			Ministry of Education	Teacher Regulation Branch	Vancouver	2025 West Broadway			35	29.00					1,015.00	10.15
Temporarily Yours	ON-001983	2012-01-15	2012-01-21			Public Guardian & Trustee		Vancouver	808 West Hastings			35	23.20					812.00	8.12
Temporarily Yours	ON-001983	2012-01-22	2012-01-28			Public Guardian & Trustee		Vancouver	808 West Hastings			28	23.20					649.60	6.50
Temporarily Yours	ON-001983	2012-01-29	2012-02-04			Public Guardian & Trustee		Vancouver	808 West Hastings			21	23.20					487.20	4.87
Totals												140		0.00		0.00		3,572.80	35.73

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.

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

Month: **Jan-12**

Auxiliary Referrals

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

Retained (Auxiliary) Hires

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

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

Company Name	CSA #	Start Date	End Date	Surname	First Name	Ministry	Division/Branch
Nil	Nil						
Altis Human Resources	CS-000579	2012-01-30	2012-02-16			Ministry of Attorney General	
Altis Human Resources	CS-000579	2012-01-19	2012-02-17	S22		Ministry of Health	

Totals

Ministry Address		Classification	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
Work City	Work Address						
Vancouver	1020 - 510 Burrard Street	Office Assistant 7		34.5	\$ 13.96	0	0
New Westminister	303 - 960 Quayside Drive	Clerk 9		247.5	\$ 16.58	0	0
				282		0	

Total O/T Hours Worked @ Overtime Rate #2	Hourly Overtime Rate #2	Total Billing	1% Admin Fee
0	0	\$ 481.62	\$ 4.82
0	0	\$ 4,102.62	\$ 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 Name	CSA #	Start Date	End Date	Surname	First Name	Ministry	Division/ Branch	Ministry Address		Classi- fication	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
								Work City	Work Address										
Temporarily Yours	ON-001983	2012-02-05	2012-02-11	S22		Ministry of Education	Teacher Regulation Branch	Vancouver	2025 West Broadway	OAR7		35	29.00					1,015.00	10.15
Temporarily Yours	ON-001983	2012-02-12	2012-02-18			Ministry of Education	Teacher Regulation Branch	Vancouver	2025 West Broadway			25	29.00					725.00	7.25
Temporarily Yours	ON-001983	2012-02-19	2012-02-26			Ministry of Education	Teacher Regulation Branch	Vancouver	2025 West Broadway			35	29.00					1,015.00	10.15
Temporarily Yours	ON-001983	2012-02-26	2012-03-03			Ministry of Education	Teacher Regulation Branch	Vancouver	2025 West Broadway			33.5	29.00					971.50	9.72
Temporarily Yours	ON-001983	2012-02-12	2012-02-18			Ministry of Social Developmen t	E&L Market Service Div.	Vancouver	1050 W Pender			14	23.20					324.80	3.25
Temporarily Yours	ON-001983	2012-02-12	2012-02-18			Public Guardian & Trustee		Vancouver	808 West Hastings			34.75	27.55					957.36	9.57
Temporarily Yours	ON-001983	2012-02-16	2012-02-25			Public Guardian & Trustee		Vancouver	808 West Hastings			35	27.55					964.25	9.64
Temporarily Yours	ON-001983	2012-02-26	2012-03-03			Public Guardian & Trustee		Vancouver	808 West Hastings			35	27.55					964.25	9.64
Totals												247.25		0.00		0.00		6,937.16	69.37

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.

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

Month: **Jan-12**

Auxiliary Referrals

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

Retained (Auxiliary) Hires

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

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 Address	Classification	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
Nil	Nil																	
Altis Human Resources	CS-000579	2012-02-06	2012-03-02			Ministry of Attorney General		Vancouver	Office Assistant 7		140	\$ 15.54	0	0	0	0	\$ 2,175.60	\$ 21.76
				S22														
Altis Human Resources	CS-000579	2012-02-20	2012-03-19			Ministry of Health		New Westminister	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	txtdblFreeU	txtcurSubT	txtcurARSt	curAmount	Text37	Text38
S22	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
	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

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 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: Mar-12

Company	CSA #	Start Date	End Date	Surname	First Name	Ministry	Division/ Branch	Ministry Address		Classi- fication	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
Name								Work City	Work Address										
Temporarily Yours	ON-001983	2012-03-04	2012-03-10			Ministry of Education	Teacher Regulation Branch	Vancouver	2025 West Broadway			35	29.00					1,015.00	10.15
Temporarily Yours	ON-001983	2012-03-11	2012-03-17			Ministry of Education	Teacher Regulation Branch	Vancouver	2025 West Broadway			21	29.00					609.00	6.09
Temporarily Yours	ON-001983	2012-03-04	2012-03-10			Ministry of Social Developmen t	E&L Market Service Div.	Vancouver	1050 W Pender	OAR7		14	23.20					324.80	3.25
Temporarily Yours	ON-001983	2012-03-11	2012-03-17			Ministry of Social Developmen t	E&L Market Service Div.	Vancouver	1050 W Pender	OAR7		21	23.20					487.20	4.87
Temporarily Yours	ON-001983	2012-03-18	2012-03-24			Ministry of Social Developmen t	E&L Market Service Div.	Vancouver	1050 W Pender	OAR7		35	23.20					812.00	8.12
Temporarily Yours	ON-001983	2012-03-25	2012-03-31		S22	Ministry of Social Developmen t	E&L Market Service Div.	Vancouver	1050 W Pender	OAR7		28	23.20					649.60	6.50
Temporarily Yours	ON-001983	2012-03-04	2012-03-10			Public Guardian & Trustee		Vancouver	808 West Hastings	CL09		35	27.55					964.25	9.64
Temporarily Yours	ON-001983	2012-03-04	2012-03-10			Public Guardian & Trustee		Vancouver	808 West Hastings	CL09		35	27.55					964.25	9.64
Temporarily Yours	ON-001983	2012-03-11	2012-03-17			Public Guardian & Trustee		Vancouver	808 West Hastings	CL09		35	27.55					964.25	9.64
Temporarily Yours	ON-001983	2012-03-18	2012-03-24			Public Guardian & Trustee		Vancouver	808 West Hastings	CL09		35	27.55					964.25	9.64
Temporarily Yours	ON-001983	2012-03-25	2012-03-31			Public Guardian & Trustee		Vancouver	808 West Hastings	CL09		35	27.55					964.25	9.64
Totals												329		0.00		0.00		8,718.85	87.19

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.

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

Month: **Mar-12**

Auxiliary Referrals

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

Retained (Auxiliary) Hires

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