

**WEEKLY TIMESHEET**

Firm Name	
Employee Name	
Last 4 digits of SS#	Work Ending Saturday / /



DAY	DATE	IN	LUNCH <sup>1</sup>	OUT	REG	OT	SICK <sup>2</sup>	Expenses <sup>3</sup>
SUN								
MON								
TUES								
WED								
THUR								
FRI								
SAT								
MAIL <input type="checkbox"/> PICK UP <input type="checkbox"/>					<b>Total:</b>			

(Pick up available in Newport Beach office only)

By signing this timecard, Client acknowledges and agrees that the hours noted herein are accurate, that all employment laws have been complied with, and agrees to pay LSG pursuant to the terms of the agreement between Client and LSG.

**Client Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

By signing this timecard, I certify that the above is an accurate reflection of all hours worked and sick hours during the indicated time period.

1 If you work more than 5 hours in a day, you must take a 30 minute meal break. You may not use the meal break to leave early and you must be relieved of all duties during the meal break.

2 Sick time must be noted on your timecard. LSG will provide accrued and available paid sick time upon the oral or written request of an Employee for themselves or a family member for the diagnosis, care or treatment of an existing health condition or preventive care, or for the victim of domestic violence, sexual assault, or stalking. To the extent possible, you must provide reasonable advance notice to utilize sick pay. If the need is unforeseeable, you must give notice to LSG as soon as practicable.

3 Unreimbursed Expenses (i.e. parking)

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**HOW TO PROCESS YOUR TIMECARD TO GET PAID**

- 1) Your week ending date is always the Saturday of the week you worked.
- 2) Always ROUND to the nearest quarter hour (i.e. 8:05 would be 8:00; 11:55 would be 12:00).
- 3) Your supervisor must sign your timecard.
- 4) Please EMAIL or FAX your timecard on FRIDAY after your supervisor signs it (or the day your assignment ends). We must have a copy of your signed timecard by MONDAY morning after the week you worked so we can process your timecard to pay you on THURSDAY.

**EMAIL to: [accounting@legalstaffinggroup.com](mailto:accounting@legalstaffinggroup.com)**

or

**FAX to: (949) 252-1199**

- Paydays are at noon on the THURSDAY after the week you worked.
- Please indicate if you want us to hold your check for pick-up or if we should mail it to you. If you request your check to be mailed, it will be mailed on THURSDAY.