



Employee Time Sheet

Manual Entry Time Sheet

Email completed Time Sheet to: payroll@mylegale.com

Or FAX to: 703-319-7070

Employee Name: _____

Client/Company Name: _____

Supervisor's Name: _____

Client Matter/Billing#: _____

<< IMPORTANT INFORMATION >>

Time sheets must be received by noon Monday.
 Total hours must be approved by client to be paid.
 Keep one copy, provide a copy to the client.
 Time is calculated to the nearest minute.
 Paychecks/direct deposits are mailed directly to employee.
 *Contact Legal E immediately if any personal information has changed.

Day	Date	Time Start (hr:min am/pm)	Time End (hr:min am/pm)	Less Break (hr:min)	Time Worked (hr:min)	Office Use Only
EXAMPLE	MM/DD/YY	8:00 AM	5:05 PM	0:45	8:20	numeric conversion
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Total hours:						
Regular hours:						
Overtime hours:						

Employee Signature _____ Date _____
 By signing/typing name, employee agrees to terms & conditions listed below
 Yes No
 my assignment is completed

Client Title: _____ Date: _____

Client Signature---> **X**

Total Hours Approved by Client: _____
 By signing, client agrees to terms & conditions listed below

ADDITIONAL TERMS AND CONDITIONS (rev. 3.16)

The CLIENT Signature on this time sheet is an acknowledgment that Legal E has provided the temporary services of the temporary employee identified above. We agree to, understand and acknowledge that we will pay the TOTAL HOURS APPROVED as listed above. We understand that Legal E offers a satisfaction guarantee that consists of a full refund up to the temporary employee's first eight (8) hours on the initial assignment. We also agree not to directly hire or directly use the services of the temporary employee for one full year after the last date of the assignment for this employee without a consent or release from Legal E. In the event that we or our affiliates either employ this individual directly or hire the employee in a contractual basis, we agree to pay Legal E a fee equal to 20% of the annual compensation for the employee or a percentage fee arranged by an authorized party of Legal E.

The TEMPORARY EMPLOYEE Signature is to acknowledge the information supplied is accurate to the best of my knowledge and I understand I will be paid for the TOTAL HOURS APPROVED by the client. I understand I will be paid at time and a half for hours worked over 40 hours in a given work week, if and only if, the over-time hours are approved by an authorized individual within the client's organization. I understand the Monday noon deadline is for the time record representing the week prior. My pay check will be mailed out the following Thursday to the home address listed on my application, or confirmed address change, unless Legal E attempts to notify me of a delay in payroll due to holiday, inclement weather or circumstances deemed unavoidable. Unauthorized use of client services and/or equipment will be grounds for dismissal. In addition, employee will be responsible for repayment of the services or use of equipment and any associated costs of collection.

For TEMPORARY EMPLOYEES assigned to clients located in the District of Columbia, Legal E will provide paid leave in accordance with the provisions of the District of Columbia Accrued Sick and Safe Leave Act and amendments thereto. Although paid leave benefits begin to accrue on your first day, you will not become eligible to take paid leave under the Act until completion of a 90 day period of employment. Unused accrued leave may be carried over from year to year, but an employee may not take more than the maximum amount of leave provided by the statute in any one year. Departing employees are not entitled to pay at termination for unused accrued leave.