



## ASSIGNMENT EMPLOYEE TIMESHEET

Please return your completed timesheet to NorthStar Legal every **FRIDAY** before leaving the assignment.  
(Timesheet can be submitted on **Sunday ONLY** if working over the weekend)

- Timesheets will only be accepted if they are complete and are signed by the firm administrator or your immediate supervisor.
- To process your paychecks properly, it is necessary for you to fax or email your current week's timesheets to NorthStar Legal, Inc. on Friday before leaving your assignment. (*Sundays if working over the weekend*)
  - Email must be sent from the client-supplied email address, with an attachment including a cover sheet from the firm where you are working and the completed, signed timesheet. **Email your coversheet and timesheet to [admin@northstar-legal.com](mailto:admin@northstar-legal.com)**
  - Fax must include a fax cover sheet from the firm at which you are working and the completed, signed timesheet.  
**Fax your coversheet and timesheet to 407-841-2046**

Failure to follow these requirements will delay your paycheck. Payment can only be rendered once the documents are received correctly and in a timely manner. If you have any questions, please call (407) 841-2045.

Assignment Employee: \_\_\_\_\_ Week ending (*always Sunday*): \_\_\_\_\_

| Weekly Time Record         |      |            |       |          |             |
|----------------------------|------|------------|-------|----------|-------------|
| Day                        | Date | Start Time | Lunch | End Time | Total Hours |
| Monday                     |      |            |       |          |             |
| Tuesday                    |      |            |       |          |             |
| Wednesday                  |      |            |       |          |             |
| Thursday                   |      |            |       |          |             |
| Friday                     |      |            |       |          |             |
| Saturday                   |      |            |       |          |             |
| Sunday                     |      |            |       |          |             |
| <b>Total Hours Worked:</b> |      |            |       |          |             |

Employee Signature: \_\_\_\_\_ Last four of SS #: \_\_\_\_\_

Client/Firm Name: \_\_\_\_\_ Client Signature: \_\_\_\_\_

**\*\*Please note that by signing above, the client/firm and contract employee agree that the hours documented above are the hours worked and to be paid. Additionally, the client/firm accepts responsibility for payment and agrees to pay the hours stated herein at the rate agreed upon by the client/firm and NorthStar Legal, Inc. in accordance with the terms listed on the invoice for such hours. If the client firm fails to make payment as agreed, the client/firm shall be responsible for reasonable attorney fees incurred by NorthStar Legal, Inc. in an effort to collect such amounts, including but not limited to attorney's fees and costs associated with filing suit, trial, and any appeals.**