



## ASSIGNMENT EMPLOYEE TIMESHEET

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

- Timesheets will only be accepted if they complete and are signed by the firm administrator or your immediate supervisor.
- In order 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 coversheet from the firm at which 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 coversheet 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: \_\_\_\_\_

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 actually 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. In the event that the client firm fails to make payment as agreed, client/firm shall be responsible for reasonable attorney fees incurred by NorthStar Legal, Inc. in any effort to collect such amounts, including but not limited to attorney’s fees, and costs associated with filing suit, trial and any appeals.*