

JUST LEGAL, INC.

302-239-5990 Phone

302-239-5998 Fax

PAYROLL PROCEDURES

1. Fill out the time slip completely.
 - a. The week ending date – which is Sunday.
 - b. Include your job title – i.e., legal secretary, receptionist, paralegal.
 - c. Make sure that you **PRINT** your social security number.
2. Start time, finish time and lunch hours must be rounded to the nearest quarter hour
i.e., 15 minutes (.25), 30 minutes (.50), 45 minutes (.75)
3. On Friday, or your last working day of the week, make sure you have your supervisor sign the time slip for authorization. To insure timely processing of your paycheck, please **FAX** a copy of your time slip on your last working day of the week and then **MAIL** the original to Just Legal, Inc. All faxed time slips must be received by Monday at 12:00pm.
4. **Please note!!** Your original time slip must be received at Just Legal, Inc. prior to the release of your paycheck!
5. Paychecks will be mailed on or before Thursday of the following week. Paychecks will be available for pick up on Friday from 9:30am to 12:30pm.
6. For your convenience, Time Sheets are now available to print online at www.justlegalinc.com.

Look under “Employee”, “Download Time Slip”
7. Please be sure to call us if you are running late ,unable to show up for work, or a client inquires about hiring you.
8. All overtime must be approved by the client.

ASSIGNMENT INFORMATION	LAW FIRM / COMPANY		WEEK ENDING SUNDAY										
	ADDRESS		CITY										
CITY	JOB TITLE		ATTORNEY / SUPERVISOR										
	DEPT.												
TIME	EMPLOYEE MUST FILL IN BELOW		SOCIAL SECURITY NO.										
	<input type="checkbox"/> MAIL MY CHECK <input type="checkbox"/> HOLD MY CHECK <input type="checkbox"/> DIRECT DEPOSIT MY CHECK		<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>										
CLIENT NAME	EMPLOYEE: I CERTIFY THAT THE HOURS SHOWN HEREON REPRESENT THE TOTAL HOURS WORKED THIS WEEK BY ME, AND WERE PROPERLY VERIFIED BY THE CLIENT AND THAT I HAVE READ THE EMPLOYEE INFORMATION.		EMPLOYEE NAME										
			EMPLOYEE SIGNATURE										
ADDRESS	CLIENT: YOUR SIGNATURE REPRESENTS THAT YOU ARE IN AGREEMENT WITH ALL THE TERMS AND CONDITIONS AND THAT THE HOURS SHOWN ARE CORRECT AND THE WORK WAS COMPLETED SATISFACTORY												
REPORT TO:	AUTHORIZED SIGNATURE		DATE										
	X												
ORIGINAL MUST BE RECEIVED TO RELEASE PAYCHECK													

JUSTLEGALINC.

P.O. Box 1436 ■ Hockessin, DE 19707

T: 302-239-5990 ■ Fax: 302-239-5998

E-mail: JustLegalInc@aol.com

DAY	DATE	HOURS TO NEAREST QUARTER HOUR			
		START	FINISH	(LUNCH)	TOTAL DAILY HOURS
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					
		CLIENT		REGULAR	
		IF NOT FILLED OUT COMPLETELY, A DELAY IN PAYROLL COULD OCCUR		HRS	MIN
				HRS	MIN
		TOTAL HOURS TO THE NEAREST QUARTER HOUR. MINIMUM FOUR (4) HOURS PER EMPLOYEE PER DAY.		TOTAL HOURS	

EMPLOYEE INFORMATION

NEVER CALL OUR CLIENT. When you are late or unable to work the prescribed hours, or are unable to report to work, CALL OUR OFFICE, WE ARE YOUR EMPLOYER.

RECORD YOUR TIME to the nearest 1/4 hour.

YOUR LUNCH period is determined by our client. The law requires you take a one-half 1/2 hour for a full day's work.

OVERTIME is permitted ONLY if requested and approved by the client. Approval MUST FIRST be obtained from us by the client.

IF YOU DO NOT CONTACT US after each assignment, we assume you are not available for work.

CLIENT TERMS AND CONDITIONS

1. Employees are assigned to work for our client organizations on a temporary basis. If client or any of its affiliates hire the employee named above, on either a full-time or part-time basis, during the employee's assignment, or within one year after the termination of that assignment, client agrees to pay a 30% placement fee computed on the employee's annualized starting wage or salary (whether part-time or full-time), exclusive of monies due prior to the employee's hire.

2. In the event that it becomes necessary to enforce collection of any amounts past due, client agrees to bear all collection costs, charges, expenses, filing fees, and reasonable attorney's fees. including but not limited to those arising from any appeals, in connection with litigation involving the amount due if you organization hires an employee or any past due amount for temporary service rendered.

3. Employees are not authorized to handle cash, negotiable instruments or any other valuables of any kind without the prior written authorization of Just Legal, Inc.

4. Employees are not authorized to render an opinion on Just Legal, Inc.'s behalf on financial statements, or to sign Just Legal, Inc.'s name to any financial statement or tax return while on assignment.

5. Employees are not authorized to operate automotive equipment or any other machinery of any kind.

6. If an employee nevertheless handles cash, negotiable instruments, or any other valuables, or renders an opinion or signs Just Legal, Inc.'s name to any financial statements or tax return, or operates any equipment or machinery while on assignment to your firm or any of its affiliates, client accepts full responsibility for all resulting loss, theft, claims, penalties, assessments, bodily injury, property damage, fire collision and public liability damage claims.

7. Client shall monitor the performance and activities of the employee. Client's Signature constitutes client's certification that employee's work for the period indicated was satisfactory and that client will pay Just Legal, Inc. for same.

Just Legal, Inc.'s liability for any act or omission of Just Legal, Inc. or the employee, whether negligent or intentional, shall not exceed the sum which client would owe Just Legal, Inc. for 40 hours of work by employee, and Just Legal, Inc.'s liability is expressly so limited.