

# JUSTLEGALINC.

## PAYROLL PROCEDURES

1. Fill out the time slip completely.
  - a. The week ending date 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. All faxed time slips must be received by **Monday at 12:00pm** in order to be paid.
4. 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.
5. For your convenience, time slips are available to print online at [www.justlegalinc.com](http://www.justlegalinc.com)

Look under “Employee”, “Download Time Slip” they are a fillable document and can be emailed or scanned in place of faxing to us.
6. We offer Direct Deposit; if you are interested in the service, please provide us with a voided check. If it is a savings account, we will need account number and bank routing number. Our Direct Deposit form is also located under the “Employee” portal.
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.