

# JUSTLEGALINC.

## PAYROLL PROCEDURES

1. Fill out the time slip completely
  - a. The week ending date is Sunday
  - b. Include your job title – i.e., Attorney, Legal Secretary, Receptionist, Paralegal
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, you may fax, email, or scan the timecard. All time slips must be received by **Monday at 12:00pm** to be paid.
4. Payday is Friday. You may have check mailed, direct deposited, or pick up.
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. To receive Direct Deposit, please fill out the Direct Deposit form, which 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