

USE A SEPARATE TIME SHEET FOR EACH WEEK AND CLIENT



Please indicate with which office you work and send time sheet to that office by 12 noon on Monday:

- |                    |                       |
|--------------------|-----------------------|
| <b>Boston</b>      | <b>Philadelphia</b>   |
| <b>Los Angeles</b> | <b>San Francisco</b>  |
| <b>Miami</b>       | <b>Washington, DC</b> |
| <b>New Jersey</b>  | <b>Other</b>          |
| <b>New York</b>    |                       |

EMPLOYEE SIGNATURE	
PRINT EMPLOYEE NAME	
SOCIAL SECURITY NUMBER	X X X - X X - X X X X
LAW FIRM/ COMPANY	
PRINT SUPERVISOR'S NAME	

Client Address \_\_\_\_\_

Telephone \_\_\_\_\_ Department \_\_\_\_\_

Supervisor: Please handwrite approved hours \_\_\_\_\_

I have read, understand and Law Firm/Company agrees to comply with all terms and conditions stated on the back of this time sheet. My signature certifies that 1) total hours worked are correct and 2) work was done satisfactorily.

AUTHORIZED SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_ DATE \_\_\_\_\_

### TIME SHEET

1. Write total hours worked for each day.
2. Round up or down total daily hours worked to nearest quarter hour.
3. Do not write time started or time finished using military time.
4. Fax time sheet by Monday at 12 noon.
5. Original time sheet must be received before check can be issued.
6. Time sheets can be downloaded at [www.updatelegal.com/download-forms](http://www.updatelegal.com/download-forms).

Round total hours to nearest 1/4 hour and write in decimal form.

DAY	DATE	TIME STARTED	TIME FINISHED	LESS BREAKS	TOTAL HOURS
MON					
TUE					
WED					
THUR					
FRI					
SAT					
SUN					
				<b>TOTAL HOURS</b>	

- HOLD CHECK/DIRECT DEPOSIT STUB  
 MAIL CHECK/DIRECT DEPOSIT STUB