



LEGAL NORTHWEST



RESOURCE STAFFING GROUP

NW STAFFING RESOURCES, INC. RESOURCE STAFFING GROUP LEGAL NORTHWEST	WEEKEND ENDING DATE (SUNDAY): MM/DD/YYYY						EMPLOYEE INFORMATION	
	DAY	TIME IN	LUNCH OUT	LUNCH IN	TIME OUT	TOTAL HOURS	BY SIGNING THIS FORM EMPLOYEE CERTIFIES THAT FORM IS TRUE AND ACCURATE	
NWS serves Oregon, Washington, and California. For the contact information of a branch office near you, please visit our website below. www.nwstaffing.com www.legalnw.com www.resourcestaff.com	MON						EMPLOYEE NAME- PRINT	
	TUES							
	WED							
	TO OUR CLIENTS: 1. Please sign the employee's timecard and verify the hours in writing. 2. Retain a copy to match with the invoices. You will be invoiced weekly. 3. Overtime hours will be billed at time and one half and in accordance with state law 4. There is a 4-Hour Minimum Per Employee per day.	THUR						EMPLOYEE SIGNATURE
		FRI						
<p style="text-align: center;">Go Paperless!</p> <p style="text-align: center;">Ask your Branch about our online time-keeping system through our WebCenter.</p>	SAT						<input type="checkbox"/> MAIL MY CHECK <input type="checkbox"/> DIRECT DEPOSIT/PAYCARD <input type="checkbox"/> PICK UP IN OFFICE	
	SUN							
CLIENT/COMPANY NAME _____ WORKSITE ADDRESS _____ SUPERVISOR AUTHORIZATION _____ WRITE IN WORDS TOTAL HOURS WORKED _____							EMPLOYEE COMMENTS AND/OR CONCERNS: TO EMPLOYEE: 1. USE BLACK INK. 2. ONLY SUBMIT HOURS WORKED 3. SICK LEAVE PAY MUST BE SUBMITTED ON A SEPARATE TIMECARD. 4. AUTHORIZED REPRESENTATIVE OF CLIENT COMPANY MUST SIGN TIMECARD. 5. KEEP A COPY OF YOUR TIMECARD FOR YOUR OWN PERSONAL RECORD. 6. IF YOUR ASSIGNMENT ENDS BE SURE TO CALL IN AVAILABLE TO	

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