



LEGAL NORTHWEST



RESOURCE STAFFING GROUP

NW STAFFING RESOURCES, INC. LEGAL NORTHWEST STAFFING GROUP	WEEKEND ENDING DATE (SUNDAY): MM/DD/YYYY							ASSOCIATE INFORMATION		
	DAY	TIME IN	LUNCH OUT	LUNCH IN	TIME OUT	TOTAL HOURS	TOTAL MINS	BY SIGNING THIS FORM ASSOCIATE 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							ASSOCIATE NAME- PRINT		
	TUES							ASSOCIATE SIGNATURE		
	WED									
	THUR							SICK LEAVE REQUESTED DAYS/HOURS		
	FRI									
	SAT							HOLIDAY REQUESTED DAY/HOURS		
	SUN									
TO OUR CLIENTS: 1. PLEASE SIGN THE ASSOCIATE'S TIMECARD AND VERIFY THE TOTAL HOURS AND MINUTES 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 ASSOCIATE PER DAY <p style="text-align: center;">Go Paperless! Ask your Branch about our online time-keeping system through our WebCenter.</p>	WEEKLY TOTAL HOURS:							ASSOCIATE COMMENTS AND/OR CONCERNS:		
	WEEKLY TOTAL MINUTES:									
	_____ CLIENT/COMPANY NAME _____ SUPERVISOR AUTHORIZATION NAME _____ SUPERVISOR AUTHORIZATION SIGNATURE _____ DATE OF SIGNATURE									
Download timecards at www.nwstaffing.com & go to Employee Resources → Timecard								TO OUR ASSOCIATE: 1. ONLY SUBMIT HOURS WORKED 2. SICK LEAVE AND HOLIDAY PAY MUST BE SUBMITTED SEPARATE FROM REGULAR HOURS 3. AN AUTHORIZED REPRESENTATIVE OF CLIENT COMPANY MUST SIGN TIMECARD. 4. KEEP A COPY OF YOUR TIMECARD FOR YOUR OWN PERSONAL RECORD. 5. IF YOUR ASSIGNMENT ENDS BE SURE TO CALL IN AVAILABLE TO YOUR LOCAL NWS BRANCH.		