

PeterSanLegalStaffing

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HOW TO REPORT YOUR HOURS

PeterSan Legal Temps will pay you every week! Our workweek runs Monday through Sunday. On Monday, have your supervising attorney sign the time sheet and fax or email it to us right away. If for some reason the supervising attorney is unable to sign your time sheet immediately, please call us to verbally report your hours. This allows us to prepare your paycheck, which will be released upon receipt of the signed time sheet. We issue paychecks on Wednesday afternoon. If you have any questions AT ANY TIME, please call us.

ON YOUR FIRST DAY

1. Find out who will be signing your time sheet each week. Explain to that attorney that he or she will be signing it each and every week!
2. While we only require you to submit an approved time sheet, the firm or corporation may require you to complete its own internal time record. Ask the supervising attorney what they require of you.
3. Always let your supervisor know when you are getting near the end of your workload. They are not required to pay you for time you are not working. You will be paid for down time if your supervisor asks you to stay and wait for more work. It is best to plan so that the next project is ready to start upon completion of the work in progress.
4. When your assignment is over, YOU must call us so that we may begin our search for your next assignment.

GOOD LUCK!