



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. <a href="http://www.nwstaffing.com">www.nwstaffing.com</a> <a href="http://www.legalnw.com">www.legalnw.com</a> <a href="http://www.resourcestaff.com">www.resourcestaff.com</a>	MON							ASSOCIATE NAME- PRINT	
	TUES							ASSOCIATE SIGNATURE	
	WED								
	THUR							SICK LEAVE REQUESTED DAYS/HOURS	
	FRI								
	SAT							HOLIDAY REQUESTED DAY/HOURS	
	SUN								
<b>TO OUR CLIENTS:</b> 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;"><b>Go Paperless!</b>  <b>Ask your Branch about our online time-keeping system            through our WebCenter.</b></p>	<b>WEEKLY TOTAL HOURS:</b>							ASSOCIATE COMMENTS AND/OR CONCERNS:	
	<b>WEEKLY TOTAL MINUTES:</b>								
	_____ CLIENT/COMPANY NAME								
	_____ SUPERVISOR AUTHORIZATION NAME								
_____ SUPERVISOR AUTHORIZATION SIGNATURE								<b>TO OUR ASSOCIATE:</b> 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.	
_____ DATE OF SIGNATURE									
Download timecards at <a href="http://www.nwstaffing.com">www.nwstaffing.com</a> & go to Employee Resources → Timecard									