



Quick Notes for Manual and Online Electronic Timekeeping

The following are some quick instructions for time keeping for the manual (hard copy) and online electronic timesheet forms. **You will be instructed at the beginning of the project whether you need to do only the online electronic timesheet or both manual and online timesheets. Timesheet(s) are due Mondays by 08:00 a.m.**

If a manual timesheet is required in addition to the electronic timesheet, please complete the manual group and the individual timesheet each week. Please total your hours each day and also at the end of each week. Please sign/type your name. Also make sure that the hours match your online timesheets. Our workweek extends Monday through Sunday.

To complete the electronic timesheet, please go to the candidate section of our website, www.lawcounselstaffing.com and click “TIMESHEET ENTRY”. Use the same username and password that you used to register with us. If you cannot remember this information, contact your LC Representative for assistance.

Select your current assignment/project name. Click on the icon “**Create NEW time card for this Assignment**” in the upper right hand corner area in blue letters. Create time card for the correct week ending date using the calendar icon. Ensure that the “**REG**” icon for regular earnings is checked. Hit the “**Confirmation**” button. You will then be prompted to “**Create Timecard**” and then “**View Timecard**”.

Please enter the time that you start and end in the “**Punch In**” and “**Punch Out**” sections. Keep track of any time off for breaks or lunch and total that in minutes and record this in the “**Break**” category.

Time should be recorded in 15-minute increments unless otherwise instructed.

Record your time each day and hit the “**Save and Close**” button.

When your time is completed for the week, press the “**Submit Timecard**” or your time card will not be process.

Please note that you are required to take a minimum half-hour break each day. Some clients require a one-hour break so please make sure that you clarify with your project guidelines or check with your LC representative to confirm the requirement for each project.

If you have any questions, don't hesitate to contact our Law Counsel team.

Thanks again and best wishes on your new assignment!