



AUTOMATED TIMESHEET FAQs

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1. How do I submit my timesheet?

Timesheets can be submitted using our automated system online. All you have to do is fill in all of the required fields and any extra information you may have and press "submit". Once you have pressed "submit" no more changes can be made so please be sure to double check your information.

2. How does the client approve my timesheet?

When you press "submit" a copy of your timesheet is sent to the client for approval. They will then submit the approved copy to our accounts team.

3. What do I do if the client is not on the client list?

Stop completing your timesheet and give us a call. Some clients may not want to have their name on the list for privacy reasons or they may not have been added to the system yet.

4. How do I receive a copy of my timesheet for my records?

There is a field on the automated timesheet page that will allow you to fill in your own email address. When you press "submit" a copy of your timesheet will be sent to the address provided. If you do not have an email address please include our email and we will be happy to print a copy for you and include it with your paycheque.

5. When do I need to submit my timesheet?

Timesheets should, ideally, be submitted to us AS SOON AS THE ASSIGNMENT IS COMPLETED. All timesheets for the week prior **MUST** be submitted, at the very latest by **10AM MONDAY!**

Remember: It's your responsibility to get your timesheet in to us- not the client's!!

6. Which fields are required?

We require the following fields: Name (first and last), start and end dates of your payroll week, Client's name, delivery and your hours. Any work you do which is to be charged to a client file should be noted in the "Freelancers Rating or Comment" field. Be aware that all comments in this field will be sent to the client.

7. Can I update my timesheet throughout the week, save it, and submit it at the end?

Sorry, not on the automated timesheet. Please feel free to download our MS Word version (if you want to stay paperless) or PDF version, for you to keep track of your hours as the week progresses.

8. Is it mandatory for me to use this system?

No. If you or your client would prefer to use the paper system you are welcome to.

9. How do I fill in my timesheet?

Please calculate your time to the nearest quarter hour and include your daily and weekly totals in the space provided. As a freelancer, you are not entitled to charge for your lunch breaks so make certain you give us an accurate breakdown of what time you started in the morning, when you broke for lunch, when you returned from lunch, and what time you finished for the day. It is important that your timesheet be filled out accurately as this is what the client sees and it should agree with what we ultimately bill them.

There could be some exceptions to always rounding to the quarter hour. Such as, if your bus caused you to arrive 5 minutes late in the morning and you want to show you took those five minutes off your lunch, you may fill your hours in as 9:05 - 12:05, 1:00 - 5:00. Or, if you wanted to stay 15 - 20 minutes past 5:00 without charging the client we would still recommend you put 5:20 as your end time but note in the "Freelancers Rating or Comment" field that there was no charge after 5:00.

10. If I work Saturday or Sunday does this go into next week's pay?

No, pay weeks run from Monday up to and including Sunday.

11. What do I do if I work for more than one client in one week?

Separate time sheets are required for each client.

12. Why did you update to an automated system?

We'd like to provide an easier system for our freelancers, our clients, as well as our accounts team. We believe an environmentally friendly version will be appreciated by many. However, we do hope you will still take the time to personally drop into the client's office and thank them for having you at the end of your assignment.

If you have other any questions please do not hesitate to give us a call. We'll be glad to answer any questions you may have.

THE LEGAL FREELANCE CENTRE