



PAYROLL/TIMESHEET FAQs

1. [How do I submit my timesheet?](#)
2. [When do I need to submit my timesheet?](#)
3. [How do I fill in my timesheet?](#)
4. [If I work Saturday or Sunday does this go into next week's pay?](#)
5. [What do I do if I work for more than one client in one pay week?](#)
6. [When are paycheques available?](#)
7. [How will I receive my paycheque?](#)
8. [Do freelancers receive vacation pay?](#)
9. [What happens if I work overtime?](#)
10. [Will any deductions come off my paycheque?](#)
11. [Am I entitled to Statutory Holiday Pay?](#)
12. [What is the minimum number of hours I can be paid for?](#)
13. [What if I need a Record of Employment?](#)

1. How do I submit my timesheet?

Timesheets can be submitted using our automated system online or they can be faxed, emailed or dropped-off at our office between 8:30 am and 5:00 pm Monday to Friday.

2. 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! If you are not able to get the timesheet signed on Friday afternoon, please submit an unsigned copy on time for payroll purposes and bring in or mail a SIGNED HARD COPY by noon Wednesday! As a last resort, we will accept phoned in hours by 9am Monday. However, you are still required to SUBMIT a SIGNED TIMESHEET that is IDENTICAL to the hours provided. Please leave a copy of your timesheet with the client and keep one for your records.

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

3. 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.

4. 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.

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

Separate time sheets are required for each client.

6. When are paycheques available?

Paycheques are ready by noon on Wednesday.

7. How will I receive my paycheque?

Please indicate on your timesheet if you would like to pick up your paycheque, have it mailed to your home or sent via legal alternative to a law office. If no instructions are indicated we will leave it in our office for pick-up. Unclaimed cheques will be mailed out on Friday afternoon.

8. Do freelancers receive vacation pay?

Yes, freelancers are entitled to 4% VACATION PAY. This is calculated automatically each week you work. You have the choice of being paid on each cheque or accumulating the amount. Should you wish to take it, just mark your timesheet under "Special Instructions". If you do not indicate anything, it will accumulate and can be pulled automatically whenever you request it or at the end of 52 weeks, whichever comes first.

9. What happens if I work overtime?

You are entitled to OVERTIME pay at the rate of 1 ½ times your regular rate for hours worked over 8 in any one day or 40 regular hours in one week, and double time for anything over 12 hours in one day, or 48 regular hours in one week. Please indicate on your timesheet if you wish to waive overtime, such as in cases where you staggered your hours to fit your own schedule. **Please do not work overtime without advising the client you are going into overtime hours.**

10. Will any deductions come off my paycheque?

Yes, we remit taxes, CPP and Employment Insurance.

11. Am I entitled to Statutory Holiday Pay?

Regular freelancers are eligible to be paid for Statutory Holidays if they meet the requirements under the Employment Standards Act. A freelancer must have been on our payroll for a minimum of 30 days and worked for 15 of the 30 days preceding a Statutory Holiday. You will be paid the average daily rate of those 15 days. Remember, Boxing Day and Easter Monday are not Statutory Holidays and some clients remain open for business on those days.

12. What is the minimum number of hours I can be paid for?

In most cases, freelancers are paid for a MINIMUM OF 2 HOURS when they are called out on an assignment. If the client terminates the assignment due to lack of work after 1 hour, for instance, you will be paid 2 hours for that day, provided you have not worked anywhere else during the day. If this comes up in an assignment, please give us a call so that we may notify the client of the 2 hour minimum. If you chose to leave the assignment for any reason this rule does not apply because the circumstances are beyond the law firm's control. Please indicate on your timesheet the reason for working less than 2 hours so we may pay you accordingly.

13. What if I need a Record of Employment?

ROE's are issued upon request as soon as the next payroll period is run. Call or email us if you feel one is in order.

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