



EMPLOYEE TIMECARD

REST BREAK AND LUNCH LAWS

PAID REST BREAK: 10 MINUTES FOR EVERY 4 HOURS WORKED

UNPAID LUNCH: 30 MINUTES REQUIRED FOR SHIFTS LONGER THAN 5 HOURS

CALCULATING TOTAL HOURS WORKED

00 MINUTES	.00 HOURS
15 MINUTES	.25 HOURS
30 MINUTES	.50 HOURS
45 MINUTES	.75 HOURS

CLIENT APPROVAL

THE HOURS BELOW ARE CORRECT. BY SIGNING OFF ON THESE HOURS, WE ACKNOWLEDGE RECEIPT AND ACCEPTANCE OF THE GENERAL CONDITIONS OF ASSIGNMENT AND THE TERMS OF PAYMENT.

COMPANY

CLIENT'S PRINTED NAME

CLIENT'S SIGNATURE

DAY	MM/DD/YY	START OF SHIFT	TIME OUT FOR LUNCH	TIME BACK FROM LUNCH	END OF SHIFT	TOTAL HOURS	OVERTIME HOURS
MON							
TUES							
WED							
THURS							
FRI							
SAT							
SUN							
						WEEKLY TOTAL	OVERTIME TOTAL

EMPLOYEE APPROVAL

I CERTIFY THAT THE HOURS SHOWN ON THIS TIME CARD ARE CORRECT AND WERE WORKED BY ME:

EMPLOYEE'S PRINTED NAME

EMPLOYEE'S SIGNATURE

SUBMITTAL DEADLINES

Workdays - Monday to Friday: **FRIDAY 10:00 PM**

Workdays - Monday to Sunday: **SUNDAY 10:00 PM**

Scan/e-mail or picture text message to:

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