

SUB-BOARD I, INC.

EMPLOYEE TIME SHEET

CLOCK # _____

LEGAL NAME _____

(PLEASE PRINT CLEARLY)

PERIOD: FROM ____/____/____ TO ____/____/____

EMPLOYER/STUDENT GOV'T. _____

DEPARTMENT/DIVISION _____

DATE	HOURS WORKED						TOTAL HOURS	REMARKS
	IN	LUNCH		DINNER		OUT		
		OUT	IN	OUT	IN			
MON.								
TUES.								
WED.								
THURS.								
FRI.								
SAT.								
SUN.								
MON.								
TUES.								
WED.								
THURS.								
FRI.								
SAT.								
SUN.								
								BI-WEEKLY TOTAL

EMPLOYEE SUPERVISOR: COMPLETE THIS SECTION	EMPLOYEES: COMPLETE THIS SECTION
JOB TITLE: _____	FIRST 4 DIGITS-SOCIAL SECURITY NO. _____
ACCOUNT NUMBER: _____	TOTAL HOURS WORKED: _____
	HOURLY RATE: _____
CERTIFIED CORRECT: _____ EMPLOYEE	DATE PAID: _____
CERTIFIED CORRECT: _____ SUPERVISOR	TOTAL GROSS PAY: _____

* When an employee works in shifts of more than six (6) hours extending over the hours of 11 a.m. and 2 p.m., s/he must be given a break of at least thirty (30) minutes as a mid-day meal period.

* When an employee works for a period or shift starting before 11 a.m. and continuing later than 7 p.m., s/he shall be allowed an additional meal period of at least twenty (20) minutes between 5 p.m. and 7 p.m.

* When an employee works in shifts of more than six (6) hour beginning between 1 p.m. and 6 a.m., s/he must be given a break of at least forty-five (45) minutes as a meal period mid-way through the shift.