

SUB-BOARD I, INC.

STIPEND BI-WEEKLY TIME REPORT

LEGAL NAME _____
(PLEASE PRINT CLEARLY)

EMPLOYEE # _____

EMPLOYER _____

BUDGET ACCT # _____

DEPARTMENT _____

SOC. SEC. # (FIRST 4 DIGITS) _____

JOB TITLE _____

PAY PERIOD: From ____/____/____
To ____/____/____

WEEK 1		
DATE	ACTUAL HOURS WORKED	BREAKS* (CHECK)
		LUNCH
		DINNER
		LUNCH
		DINNER
		LUNCH
		DINNER
		LUNCH
		DINNER
		LUNCH
		DINNER
		LUNCH
		DINNER

WEEK 2		
DATE	ACTUAL HOURS WORKED	BREAKS* (CHECK)
		LUNCH
		DINNER
		LUNCH
		DINNER
		LUNCH
		DINNER
		LUNCH
		DINNER
		LUNCH
		DINNER
		LUNCH
		DINNER

TOTAL HOURS WORKED: _____

CERTIFICATION: I have fulfilled all the requirements for the above-named job title for the period indicated.

EMPLOYEE: _____

DATE PAID: _____

SUPERVISOR: _____

AMOUNT PAID: _____

* 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.