

## SUB-BOARD I, INC. HOURLY EMPLOYEE TIMESHEET

Clock # \_\_\_\_\_ Period: From \_\_\_\_\_ To \_\_\_\_\_

Legal Name \_\_\_\_\_ Department \_\_\_\_\_  
(Please type or print clearly)

Organization \_\_\_\_\_ Account Number \_\_\_\_\_

Job Title \_\_\_\_\_ Timesheet due at SBI no later than 4:00PM \_\_\_\_\_

Date	Day	Hours worked						Total hours		Remarks
		In	Lunch		Dinner		Out			
			Out	In	Out	In				
	Mon									
	Tue									
	Wed									
	Thu									
	Fri									
	Sat									
	Sun									
										Weekly total
	Mon									
	Tue									
	Wed									
	Thu									
	Fri									
	Sat									
	Sun									
										Weekly total
										Bi-weekly total

<p><b>Certified correct:</b> _____ (Employee signature)</p> <p><b>Certified correct:</b> _____ (Supervisor Signature)</p>	<p><b>Rate:</b> _____</p> <hr/> <p style="text-align: center;"><b>OFFICIAL USE ONLY</b></p> <p><b>Date paid:</b> _____</p> <p><b>Gross pay:</b> _____</p>
---	---

\* 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.