

**SUB-BOARD I, INC.
STIPEND 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 **01/16/00**

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

Certified correct: _____ (Employee signature)	Rate: _____
	OFFICIAL USE ONLY
Certified correct: _____ (Supervisor Signature)	Date paid: _____
	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.