

# SUB-BOARD I, INC.

## COMMISSION TIME REPORT

LEGAL NAME \_\_\_\_\_  
(PLEASE PRINT CLEARLY)

EMPLOYEE # \_\_\_\_\_

EMPLOYER \_\_\_\_\_

BUDGET ACCT # \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

SOC. SEC. # (FIRST 4 DIGITS) \_\_\_\_\_

JOB TITLE \_\_\_\_\_

FOR THE MONTH OF: \_\_\_\_\_, 20\_\_\_\_

DATE	ACTUAL HOURS WORKED	BREAKS* (CHECK)
1		LUNCH
		DINNER
2		LUNCH
		DINNER
3		LUNCH
		DINNER
4		LUNCH
		DINNER
5		LUNCH
		DINNER
6		LUNCH
		DINNER
7		LUNCH
		DINNER
8		LUNCH
		DINNER
9		LUNCH
		DINNER
10		LUNCH
		DINNER

DATE	ACTUAL HOURS WORKED	BREAKS* (CHECK)
11		LUNCH
		DINNER
12		LUNCH
		DINNER
13		LUNCH
		DINNER
14		LUNCH
		DINNER
15		LUNCH
		DINNER
16		LUNCH
		DINNER
17		LUNCH
		DINNER
18		LUNCH
		DINNER
19		LUNCH
		DINNER
20		LUNCH
		DINNER

DATE	ACTUAL HOURS WORKED	BREAKS* (CHECK)
21		LUNCH
		DINNER
22		LUNCH
		DINNER
23		LUNCH
		DINNER
24		LUNCH
		DINNER
25		LUNCH
		DINNER
26		LUNCH
		DINNER
27		LUNCH
		DINNER
28		LUNCH
		DINNER
29		LUNCH
		DINNER
30		LUNCH
		DINNER
31		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.