



TIMECARD BIWEEKLY

Employee Name _____

Company _____

Pay Period Date _____ to _____

WORK RECORD

DAILY TOTALS (FOR OFFICE USE ONLY)

Date	Start	Stop	Start	Stop	Initial if breaks were taken	Reg Hrs	OT	DT	Vac	Sick	Holiday	**Misc.
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Saturday												
Sunday												
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Saturday												
Sunday												
Reg Hrs						OT	DT	Vac	Sick	Holiday	Misc.	
TOTAL FOR THE WEEK WORKED												

I certify I have worked the hours listed and my breaks were taken. I have not had any work-related injuries or illnesses that I have not reported.

Employee Signature _____ Date _____

The undersigned certifies that the employee named herein worked the hours listed on this timecard, and authorizes Teamwork HR to pay the hours as listed.

Authorized Signature _____ Date _____

Title _____

Meal & Rest Breaks

- Rest breaks of not less than 10 consecutive minutes must be taken for every four hours worked, occurring as near as possible to the middle of the work period.
- Rest breaks may not be combined or added to meal breaks. They may not be used to come in or leave 10 minutes early or late.
- Employees must take a 30 minute meal break for every work period of more than five hours.
- If six hours of work will complete the day's work, the employee may choose not to take the meal break.
- A second meal break of no fewer than 20 minutes must be taken for all workdays consisting of more than 10 hours.