

TIMECARD SEMI-MONTHLY

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.
1st / 16th												
2nd / 17th												
3rd / 18th												
4th / 19th												
5th / 20th												
6th / 21st												
7th / 22nd												
8th / 23rd												
9th / 24th												
10th / 25th												
11th / 26th												
12th / 27th												
13th / 28th												
14th / 29th												
15th / 30th												
/ 31th												

Reg Hrs OT DT Vac Sick Holiday Misc.

TOTAL FOR THE WEEK WORKED							
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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 30 minutes must be taken for all workdays consisting of more than 10 hours.