



TIMECARD WEEKLY

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												

	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

1. 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.
2. 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.
3. Employees must take a 30 minute meal break for every work period of more than five hours.
4. If six hours of work will complete the day's work, the employee may choose not to take the meal break.
5. A second meal break of no fewer than 30 minutes must be taken for all workdays consisting of more than 10 hours.

Instructions

1. Enter your start and stop times (to the nearest 1/4 hour) in the WORK RECORD section. Required for ALL employees.
2. Sign your time card and submit to your supervisor for approval.