



EMPLOYEE TIME CARD

** ALL TIME CARDS ARE DUE BY 12PM EVERY MONDAY **

CLIENT NAME: _____

EMPLOYEE NAME: _____

JOB NUMBER/ADDRESS: _____

WEEK ENDING DATE (always a Sunday): _____

SICK DAYS (please enter days/hours you're requesting): _____

CHECK HERE IF YOU WORKED AN ALTERNATE SCHEDULE I.E. 4 DAYS/10 HOURS

	Monday AM <input type="checkbox"/> PM <input type="checkbox"/>	Tuesday AM <input type="checkbox"/> PM <input type="checkbox"/>	Wednesday AM <input type="checkbox"/> PM <input type="checkbox"/>	Thursday AM <input type="checkbox"/> PM <input type="checkbox"/>	Friday AM <input type="checkbox"/> PM <input type="checkbox"/>	Saturday AM <input type="checkbox"/> PM <input type="checkbox"/>	Sunday AM <input type="checkbox"/> PM <input type="checkbox"/>
Start Time							
Lunch Out							
Lunch In							
2nd Lunch Out <small>(if applicable)</small>							
2nd Lunch In <small>(if applicable)</small>							
End Time							
Total Hours							

Total hours for the week

ARIZONA LUNCH REQUIREMENTS AND OVERTIME/DOUBLE TIME LAWS:

ARIZONA DOES NOT HAVE ANY LABOR LAWS REQUIRING AN EMPLOYER TO PROVIDE A MEAL PERIOD OF BREAK TO EMPLOYEES. FEDERAL RULES APPLY, THEY DO NOT REQUIRE AN EMPLOYER TO PROVIDE A MEAL PERIOD, OR BREAK. IF AN EMPLOYER CHOOSES TO DO SO, BREAKS USUALLY LAST LESS THAN 20 MINUTES (MUST BE PAID). MEAL OR LUNCH PERIODS (30 MINS OR MORE) DO NOT NEED TO BE PAID, SO LONG AS THE EMPLOYEE IS FREE TO DO AS THEY WISH DURING THE MEAL OR LUNCH PERIOD.

ARIZONA EMPLOYERS ARE REQUIRED TO PAY EMPLOYEES AN OVERTIME RATE OF 1.5 TIMES THEIR REGULAR RATE FOR ALL HOURS WORKED IN A WORK WEEK IN EXCESS OF 40 HOURS, UNLESS THE EMPLOYEE IS OTHERWISE EXEMPT FROM THE OVERTIME REQUIREMENTS.

Regular Hours	Overtime Hours	Doubletime Hours

Employee Signature _____

Date _____

Authorized Supervisor Signature Required _____

Date _____