



EMPLOYEE TIME CARD

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

CLIENT NAME: _____

EMPLOYEE NAME: _____

JOB NUMBER/ADDRESS: _____

NOTES: _____

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		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Start Time														
Lunch Out <small>CA: Required after 5 hours unless 6 hours will complete the day</small>														
Lunch In <small>CA: Required after 5 hours unless 6 hours will complete the day</small>														
2nd Lunch Out <small>CA: Required after 10 hours unless 12 hours will complete the day</small>														
2nd Lunch In <small>CA: Required after 10 hours unless 12 hours will complete the day</small>														
End Time														
Total Hours														

Total hours for the week

CALIFORNIA LUNCH REQUIREMENTS AND OVERTIME/DOUBLE TIME LAWS:

FOR NON-EXEMPT FIELD EMPLOYEE, A MINIMUM OF THIRTY (30) MINUTES IS PROVIDED FOR AN UNINTERRUPTED DUTY-FREE UNPAID MEAL PERIOD. ALL NON-EXEMPT FIELD EMPLOYEE MUST TAKE THIS MEAL PERIOD WITHIN FIVE (5) HOURS OF STARTING THEIR WORK SHIFT, UNLESS SIX (6) HOURS WILL COMPLETE THEIR DAY. IF SIX (6) HOURS WILL COMPLETE THE DAY, THEN THE MEAL PERIOD MAY BE WAIVED BY MUTUAL CONSENT. FIELD EMPLOYEE WORKING MORE THAN TEN (10) HOURS MUST TAKE A SECOND UNPAID MEAL PERIOD OF THIRTY (30) MINUTES UNLESS TWELVE (12) HOURS WILL COMPLETE THE DAY. IF TWELVE (12) HOURS WILL COMPLETE THE DAY, THEN THE SECOND MEAL PERIOD MAY BE WAIVED BY MUTUAL CONSENT ONLY IF THE FIRST MEAL PERIOD WAS NOT WAIVED. NON-EXEMPT FIELD EMPLOYEE ARE AUTHORIZED AND PERMITTED TO TAKE AN UNINTERRUPTED DUTY FREE 10-MINUTE PAID REST BREAK IN EACH FOUR (4) HOUR SEGMENTS OF WORK. IF YOU DO NOT RECEIVE MEAL AND BREAK PERIODS AS OUTLINED ABOVE WHILE ON AN ASSIGNMENT, PLEASE REPORT IT TO SOLID PERSONNEL AS SOON AS REASONABLY POSSIBLE. EIGHT HOURS OF LABOR CONSTITUTES A DAY'S WORK, AND EMPLOYMENT BEYOND EIGHT HOURS IN ANY WORKDAY OR MORE THAN SIX DAYS IN ANY WORKWEEK IS PERMISSIBLE PROVIDED THE EMPLOYEE IS COMPENSATED FOR THE OVERTIME AT NOT LESS THAN: ONE AND ONE-HALF TIMES THE EMPLOYEE'S REGULAR RATE OF PAY FOR ALL HOURS WORKED IN EXCESS OF EIGHT HOURS UP TO AND INCLUDING 12 HOURS IN ANY WORKDAY, AND FOR THE FIRST EIGHT HOURS WORKED ON THE SEVENTH CONSECUTIVE DAY OF WORK IN A WORKWEEK; AND DOUBLE THE EMPLOYEE'S REGULAR RATE OF PAY FOR ALL HOURS WORKED IN EXCESS OF 12 HOURS IN ANY WORKDAY AND FOR ALL HOURS WORKED IN EXCESS OF EIGHT ON THE SEVENTH CONSECUTIVE DAY OF WORK IN A WORKWEEK. THERE ARE, HOWEVER, EXEMPTIONS, E.G.: "ALTERNATE WORK SCHEDULE SUCH AS, 4-10'S = 40 REGULAR HOURS A WEEK – PLEASE SEE THE DIR WEBSITE (DIR.CA.GOV) FOR MORE DETAILS.

Regular Hours	Overtime Hours	Doubletime Hours

By signing below employee agrees that they understand OT and DT rules and were given meal/rest breaks in accordance with the state law. Employee agrees that they worked safely in a safe environment without injury. If injured they notified SOLID Personnel and their site supervisor.

Employee Signature _____ Date _____

Authorized Supervisor Signature Required _____ Date _____

Options for submitting your timecard:

FAX: 510.868.6464 (NorCal), 626.773.7195 (SoCal) , 480.530.3522 (AZ, NV and TX)

EMAIL/TEXT: timecard@solidpersonnel.com