



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

NEVADA LABOR REQUIREMENTS AND OVERTIME/DOUBLE TIME LAWS:

NEVADA LABOR LAWS REQUIRE EMPLOYERS TO PROVIDE EMPLOYEES A MEAL PERIOD OF AT LEAST 30 MINUTES WHEN WORKING FOR A CONTINUOUS PERIOD OF 8 HOURS. EMPLOYERS MUST PROVIDE EMPLOYEES A BREAK OF A MINIMUM OF 10 MINUTES FOR EACH 4 HOURS WORKED. EMPLOYERS DO NOT NEED TO PROVIDE A BREAK TO EMPLOYEES WORKING LESS THAN 3.5 HOURS. THE BREAK MUST BE PAID.

NEVADA LABOR LAWS REQUIRE EMPLOYERS TO PAY OVERTIME AT THE RATE OF 1.5 TIMES AN EMPLOYEE'S REGULAR RATE FOR ALL HOURS WORKED IN EXCESS OF 40 HOURS IN A WORK WEEK TO ALL EMPLOYEES, UNLESS OTHERWISE EXEMPT. ADDITIONALLY, EMPLOYERS MUST PAY OVERTIME AT THE RATE OF 1.5 TIMES AN EMPLOYEE'S REGULAR RATE FOR ALL HOURS WORKED IN EXCESS OF 8 IN A WORKDAY TO EMPLOYEES WHO ARE COMPENSATED AT LESS THAN 1.5 TIMES NEVADA'S MINIMUM WAGE, UNLESS OTHERWISE EXEMPT.

Regular Hours	Overtime Hours	Doubletime Hours

Employee Signature _____

Date _____

Authorized Supervisor Signature Required _____

Date _____

FAX: (510) 868-6464 (NorCal)/(626) 773-7195 (SoCal) or EMAIL to timecard@solidpersonnel.com