



INSTRUCTIONS FOR COMPLETING THIS FORM

- ▶ **COMPLETE USING ALL CAPITAL LETTERS**
- ▶ If you have worked in excess of your regularly scheduled hours, please notify your supervisor immediately and complete the Daily Timesheet to outline the details of all overworked hours.
- ▶ The standard working day for employees and contractors is an 8.5 hour day with two paid rest breaks and an unpaid meal break of one hour.
- ▶ Hours reported are paid in the nearest tenth of an hour as follows:

1-6 minutes = .1	7-12 minutes = .2	13-18 minutes = .3	19-24 minutes = .4
25-30 minutes = .5	31-36 minutes = .6	37-42 minutes = .7	43-48 minutes = .8
49-54 minutes = .9			
- ▶ Refer to the Company Intranet for policies concerning overtime compensation and required rest and meal breaks.

EMPLOYEE DETAILS

First Name	Last Name
Department	Location
Employee Number	Week Ending _____/_____/_____

Day of Week	Date	Start Time	Meal Period		End Time	Total Hours Worked* <small>(including paid rest breaks and excluding unpaid meal breaks)</small>	Remarks
			Start	End			
Monday	___/___/___						
Tuesday	___/___/___						
Wednesday	___/___/___						
Thursday	___/___/___						
Friday	___/___/___						
Saturday	___/___/___						
Sunday	___/___/___						

APPROVALS

Total Hours Worked	[]	Total Regular Hours	[]	Total Overtime Hours	[]
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1 Employee Signature	<i>The above is an accurate statement of the hours worked</i>	Date	___/___/___
2 Supervisor Signature	<i>I have reviewed and approved this time sheet</i>	Date	___/___/___