



TIMECARD

Must be completed in ink

								FOR OFFICE USE ONLY										
	REGULAR HOURS				OVERTIME			TOTAL HOURS WORKED	REGULAR	REG. OVERTIME	PREM. OVERTIME	REGULAR EMPLOYEES ONLY						
	DATE	IN	OUT	IN	OUT	IN	OUT					SICK	VACATION	HOLIDAY	CTO USED	CTO EARNED	TOTAL	
SAT																		
SUN																		
MON																		
TUE																		
WED																		
THU																		
FRI																		
SAT																		
SUN																		
MON																		
TUE																		
WED																		
THU																		
FRI																		
SIGN YOUR TIME CARD																		
								TOTAL	REGULAR	REG. OVERTIME	PREM. OVERTIME	SICK	VACATION	HOLIDAY	CTO USED	CTO EARNED	TOTAL	

I attest under penalty of perjury that the above hours are true and correct and that I have complied with all the company policies and that I have received all breaks and meal periods, unless employee has notified supervisor in writing, as required by law.

EMPLOYEE NO.	ORG KEY / OBJECT CODE	JOB CODE	PAY PERIOD ENDING
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EMPLOYEE APPROVAL

NAME _____

SUPERVISOR APPROVAL

Last 4 digits of SS# _____

Falsification of timecards will result in discipline up to and including dismissal.

TIMECARDS DUE IN PAYROLL

LATE TIMECARDS WILL NOT BE PROCESSED UNTIL THE NEXT PAY CYCLE

Meal Period: A meal period of at least thirty (30) minutes must be taken after five (5) consecutive hours of work. This unpaid meal period must be reflected on the timecard. If the employee is scheduled to work only six (6) hours, the meal period can be waived by mutual consent. Unless notified, in writing, it is presumed the meal period has been waived by mutual consent for shifts of six hours or less.

Overtime: All time worked over eight (8) hours in one day and forty (40) hours in a workweek are considered overtime for non-exempt employees. All overtime must be authorized by the supervisor prior to overtime occurring. Hours in excess of 8 hours and up to 12 hours in one day will be paid at time and a half. The first 8 hours worked on the seventh consecutive workday in a workweek* will be paid at time and a half. Hours in excess of 12 hours in one day and in excess of 8 on the seventh consecutive day will be paid at double time.

*The workweek begins on Saturday and ends on Friday. Friday is considered the 7th consecutive day.

In/Out Times: Should be rounded to the nearest 15 minute increment, for example, 8:07=8:00, 8:08=8:15. Total hours worked column should reflect total hours and minutes worked converted to decimal form for that day. For example, 8 hours and 15 minutes = 8.25 hours.

Breaks: A paid rest period of ten (10) minutes must be taken in each four (4) hour shift an employee works. These breaks are not reflected on the timecard.

Make up time: Employees may work up to three (3) hours per workday in excess of eight (8) hours per day without incurring overtime due to personal obligations as long as the total for the workweek (Saturday – Friday) does not exceed 40 hours. Hours in excess of forty (40) will be paid as overtime. If an employee (with the prior approval of the supervisor) does not want the hours worked in excess of eight (8) in one day to count toward the daily overtime, they must complete a Make-up Time Request and Approval form and attach it to the timecard. Forms can be obtained from Cal Poly Corporation Human Resources.