

Student

College of the Siskiyou Timesheet

S# _____
Position# _____

Employee Name _____ Payroll Period From _____ To _____
(Please Print)

Rest Periods (Breaks): Employees are entitled to a 15 minute rest period for every four (4) hours worked
Meal Periods: Employees working five (5) or more hours are entitled to a meal period of not less than 30 minutes. If an employee's work period for the day does not exceed six (6) hours, the meal period may be waived by mutual consent of the supervisor and the employee. Meal periods should be arranged with the supervisor and can be up to 60 minutes.

PLEASE RECORD TOTAL TIME IN NO LESS THAN 15 MINUTE INCREMENTS.

Date	Work Period Begins	Meal Period Begins	Meal Period Ends	Work Period Ends	# Of Hours Worked	Signature of Employee	
<u>Example:</u> 7/1/15	8:30 a.m.	12:30 p.m.	1:30 p.m.	5:00 p.m.	7.5	<i>John Smith</i>	
Budget Number					Total Hours Worked	Pay Rate	Amount Earned

SIGNATURE OF IMMEDIATE SUPERVISOR _____

SIGNATURE OF ADMINISTRATOR _____