College of the Siskiyous
Timesheet

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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Work Period Begins</th>
<th>Meal Period Begins</th>
<th>Meal Period Ends</th>
<th>Work Period Ends</th>
<th># Of Hours Worked</th>
<th>Signature of Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example:</td>
<td>7/10/15 8:00 a.m.</td>
<td>11:45 p.m.</td>
<td>12:15 p.m.</td>
<td>4:30 p.m.</td>
<td>8.0</td>
<td>John Smith</td>
</tr>
</tbody>
</table>

Budget Number

Total Hours Worked | Pay Rate | Amount Earned

SIGNATURE OF IMMEDIATE SUPERVISOR________________________________________________________

SIGNATURE OF ADMINISTRATOR______________________________________________________________

Approved timesheets due in Human Resources no later than the last day of the month.