

EMPLOYEE NAME

LAST 4 DIGITS SS #

MONDAY

CUSTOMER			REPORT TO:				
JOB SITE			DATES (MONDAY-SUNDAY)				
SDAY	THURSDAY	FRIDAY	SA	TURDAY	SUNDAY		
						REGU	LAR
]	
		JOB SITE	JOB SITE	JOB SITE	JOB SITE DATES (M	JOB SITE DATES (MONDAY-SUN	JOB SITE DATES (MONDAY-SUNDAY)

O.T. D.T.

Supervisor Signature - Required

START TIME

END TIME

Date

Printed Name

By signing this timesheet you agree to pay Arena for the hours worked by this employee under the terms of the service agreement with Arena Staffing.

Employee Agreement:

- I understand that under California law, I am entitled to a 30 minute meal period when working 5 hours or more, unless I work six or fewer hours and elect in writing to waive the 1st meal period. I am also entitled to a second 30 minute meal period if I work more than 10 hours a day, un-less I work twelve or fewer hours total, did not waive the first meal period, and elect in writing to waive the second meal period. Meal periods cannot be taken at the beginning or end of the shift, and all meal periods allow me to be relieved of my duties and leave the site. I certify that the times that I have recorded above accurately reflect both the time that I have worked and the times that I took my meal period.
- I understand that I am authorized and permitted to take a 10-minute paid rest break for every four hours worked for Arena. I certify that I was given adequate breaks for the hours reflected on this timecard.
- I agree to notify Arena within 24 hours after my assignment is completed. If I fail to give such notice, Arena may assume that I am no longer available for work.
- I agree to immediately report any incidents/accidents/injuries/near misses that involve me to Arena.
- WARNING: Altering or misrepresentation of hours is a violation of Arena policy and will result in disciplinary action.
- In order to be eligible for the PERFECT ATTENDANCE raffle, you must have your time card(s) turned in by 10am on the Monday following the week worked.

Employee Signature