



ARENA

Text timecard to 909-285-9566
or email to socal@arenastaffing.net
Must be returned Monday by 5 pm PST

CUSTOMER	REPORT TO:
JOB SITE	DATES (MONDAY-SUNDAY)

EMPLOYEE NAME		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY		
	START TIME								REGULAR	
	LUNCH IN									
	LUNCH OUT									
LAST 4 DIGITS SS #	END TIME									
____ _	TOTAL								O.T.	D.T.

<p>_____ <i>Supervisor Signature</i></p>	<p>_____ <i>Date</i></p>
<p>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 Optimal Solutions.</p>	

<p>Employee Agreement:</p> <ul style="list-style-type: none"> • 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, unless 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. 	
<p>_____ <i>Employee Signature</i></p>	<p>_____ <i>Date</i></p>