

Retail Timesheet Permanent Award Employees

EMPLOYEE NAME:

STORE LOCATION:

EMPLOYEE NUMBER:

| Day | Date | Start Time | Meal Break Start Time | Meal Break End Time | 2nd Meal Break Start Time | 2nd Meal Break End Time | End Time | Total Normal Hours | Calculated Total Hours | Ordinary Hours | Saturday up to 1pm | Saturday after 1pm | Sunday Ordinary | Total Late Night Hours | Overtime up to 2 hours | Overtime greater than 2 hours | Employee Signature | Manager Signature |
|---------------|------|------------|-----------------------|---------------------|---------------------------|-------------------------|----------|--------------------|------------------------|----------------|--------------------|--------------------|-----------------|------------------------|------------------------|-------------------------------|--------------------|-------------------|
| THURSDAY | | 9.00 | 11.50 | 12.00 | 0.00 | 0.00 | 17.00 | 7.50 | 7.50 | 7.50 | | | | 0.00 | | | | |
| FRIDAY | | 9.00 | 11.50 | 12.00 | 0.00 | 0.00 | 17.00 | 7.50 | 7.50 | 7.50 | | | | 0.00 | | | | |
| SATURDAY | | 9.00 | 11.50 | 12.00 | 0.00 | 0.00 | 17.00 | 7.50 | 7.50 | | 4.00 | 3.50 | | | | | | |
| SUNDAY | | 9.00 | 11.50 | 12.00 | 0.00 | 0.00 | 17.00 | 7.50 | 7.50 | | | | 7.50 | | | | | |
| MONDAY | | 9.00 | 11.50 | 12.00 | 0.00 | 0.00 | 17.00 | 7.50 | 7.50 | 7.50 | | | | 0.00 | | | | |
| TUESDAY | | 9.00 | 11.50 | 12.00 | 0.00 | 0.00 | 17.00 | 7.50 | 7.50 | 7.50 | | | | 0.00 | | | | |
| WEDNESDAY | | 9.00 | 11.50 | 12.00 | 0.00 | 0.00 | 17.00 | 7.50 | 7.50 | 7.50 | | | | 0.00 | | | | |
| | | | | | | | | | | | | | | | | | | |
| WEEKLY TOTAL | | | | | | | | 52.50 | 52.50 | 37.50 | 4.00 | 3.50 | 7.50 | 0.00 | 0.00 | 0.00 | | |
| PAYABLE HOURS | | | | | | | | | 52.50 | 37.50 | 4.00 | 3.50 | 7.50 | 0.00 | 0.00 | 0.00 | | |
| | | | | | | | | | | | | | | | | | | |
| PAYROLL CODES | | | | | | | | | | 1 | 600 | 601 | 109 | 102 | 103 | 104 | | |
| Notes: | | | | | | | | | | | | | | | | | | |