

RIVERSIDE LOCAL BOARD OF EDUCATION STATEMENT OF LABOR OR SERVICE

Month: _____, 20_____

Employee Name: _____ Building/Department _____

Description of the job or work performed: _____

*ANY TIME TAKEN FOR LUNCH **MUST** BE DOCUMENTED ON TIME SHEET.
*IF **NO LUNCH** WAS TAKEN, PLEASE MAKE A NOTATION IN THE LUNCH TIME COLUMN BELOW.

| Date | Hours of Work | | | Name (First and Last) of Employee you worked for, if applicable <u>or</u> brief explanation of work performed if different from above. | Straight Time | Overtime | Other | Total |
|------|---------------|------------|-----------|--|---------------|----------|-------|-------|
| | Start Time | Lunch Time | Stop Time | | | | | |
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| | | | | TOTAL HOURS WORKED | | | | |

Employee Signature: _____
Employee signature certifies the accuracy of the above account of hours worked.

Supervisor Signature: _____

Date: _____

| TIME TABLE | |
|---------------|---------------|
| 5 min. = .08 | 35 min. = .58 |
| 10.min. = .17 | 40 min. = .67 |
| 15 min. = .25 | 45 min. = .75 |
| 20 min. = .33 | 50 min. = .83 |
| 25 min. = .42 | 55 min. = .92 |
| 30 min. = .50 | 60 min. =1.00 |