



**SANTA CRUZ  
STAFFING**

WEEK ENDING (Sunday):	
LAST NAME:	
FIRST NAME:	
COMPANY:	

FAX TO: 831-423-1111  
OR EMAIL TO:  
[payroll@santacruzstaffing.com](mailto:payroll@santacruzstaffing.com)  
by **End of Day on Friday**

\*\*Time sheets received after Monday @ 12:00 pm deadline will be paid the following week\*\*

**Employee must take proper breaks – NO EXCEPTIONS**

Working over 6 hours - take ½ hr. unpaid meal break within the first 5 hours

Working 8 hours - take ½ hr. unpaid meal break PLUS (2) 10-min paid breaks

Working 12 hours or more - take two ½ hr. unpaid meal break PLUS (2) 10-min paid breaks

								<i>For Company Use</i>		
	DATE	Project/Task/Notes	START TIME	BEGIN LUNCH	END LUNCH	END TIME	TOTAL HRS WORKED	REG	OT	DT
MON										
TUES										
WED										
THURS										
FRI										
SAT										
SUN										
<b>TOTAL HOURS</b>										

**CONTRACTOR:** I hereby certify that the TOTAL hours reported are true and correct ACTUAL hours worked and I took my appropriate breaks as per CA Labor Law. By signing below, I also certify no accident or injury was sustained while working on the assignment.

<b>X</b>			
EMPLOYEE SIGNATURE	DATE	PRINTED NAME	PHONE

**CLIENT:** The undersigned representative of Client agrees: TOTAL hours worked are true, correct ACTUAL hours worked; that the work performed was satisfactory; that client agrees to terms and conditions as read and signed with Santa Cruz Staffing, LLC.

<b>X</b>			
AUTHORIZED CLIENT SIGNATURE	DATE	PRINTED NAME	PHONE