

**WEEKLY TIMESHEET INSTRUCTIONS: For Use at California Based Facilities Only**

**Updated 10/10/2023**

	<b>COMPLETED BY</b>	<b>Instructions</b>
<b>Date</b> <i>E.g: 9/23/2022</i>	SnapCare Clinician	Enter the date (MM/DD) worked
<b>Clock-in</b> <b>E.g: 7am</b>	SnapCare Clinician	Enter the time that you started your shift.
<b>Meal 1 Start</b> <i>E.g: 11:00 AM</i>	SnapCare Clinician	Enter the time that your 1st meal period began. If you did not take a meal break, please enter "N/A".
<b>Meal 1 End</b> <i>E.g: 11:30 AM</i>	SnapCare Clinician	Enter the time that your 1st meal period ended. If you did not take a meal break, please enter "N/A".
<b>Meal 2 Start</b> <i>E.g: NA</i>	SnapCare Clinician	Enter the time that your 2nd meal period began. If you did not take a meal break, please enter "N/A".
<b>Meal 2 End</b> <i>E.g: NA</i>	SnapCare Clinician	Clinician Enter the time that your 2nd meal period ended. If you did not take a meal break, please enter "N/A".
<b>Clock-out</b> <i>E.g: 4:00 PM</i>	SnapCare Clinician	Enter the time that you ended your shift.
<b>Hours Worked</b> <i>E.g: 8.5 hours</i>	SnapCare Clinician	Enter the total number of hours you worked. Please remember to deduct any meal breaks taken from the total.
<b>Manager Sign</b> <i>E.g: JSmith</i>	Client Manager	Your manager will need to sign here to approve the total hours worked
<b>Manager Name</b> <i>E.g: Jane Smith</i>	Client Manager	Print manager's name.
<b>Manager Unit</b> <i>E.g: Unit 234</i>	Client Manager	Enter manager's unit number/name.

<b>Term</b>	<b>Definition</b>
Meal Break	One or more unpaid 30 minutes breaks taken between the start and finish times of each work shift, the primary purpose of which is to allow employees to have a main meal (breakfast, lunch or dinner), and which are normally longer than other standard breaks
Rest Break	Rest breaks are paid rest periods. The length and frequency of rest breaks vary by state. In CA, CO, KY, MN, NV, OR, and WA, rest breaks are 10 minutes and provided every 4 hours worked or major fraction thereof.

## WEEKLY TIMESHEET (For use with SnapCare mobile app at California based facilities only)

<b>Employee name:</b>	<b>Facility:</b>			<b>Unit number:</b>			
	<b>SUNDAY</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>	<b>SATURDAY</b>
<b>Date</b> <i>E.g: 9/23/2022</i>							
<b>Clock-in</b> <i>E.g: 7am</i>							
<b>Meal 1 Start</b> <i>E.g: 11:00 AM</i>							
<b>Meal 1 End</b> <i>E.g: 11:30 AM</i>							
<b>Meal 2 Start</b> <i>E.g: NA</i>							
<b>Meal 2 End</b> <i>E.g: NA</i>							
<b>Clock-out</b> <i>E.g: 4:00 PM</i>							
<b>Hours Worked</b> <i>E.g: 8.5 hours</i>							
<b>Manager Sign</b> <i>E.g: JSmith</i>							
<b>Manager Name</b> <i>E.g: Jane Smith</i>							
<b>Manager Unit</b> <i>E.g: Unit 234</i>							

Comments may be entered directly into the mobile app at clock-out or time sheet upload

### PLEASE READ THE BELOW PARAGRAPHS PRIOR TO SIGNING

I hereby affirm that the hours shown in this timecard were worked by me as stated and that the information I provided is truthful and accurate.

I understand that I am entitled to one 30-minute, unpaid meal period within the first five (5) hours of any shift longer than five (5) hours, and another 30-minute, unpaid meal period if the shift will be longer than ten (10) hours, unless I have signed (and not revoked) a SNAPCARE CALIFORNIA MEAL PERIOD WAIVER AGREEMENT.

If my shift is longer than ten (10) hours, I understand that, even if I have signed a SNAPCARE CALIFORNIA MEAL PERIOD WAIVER, I must take one meal period before the end of the 10th hour of work.

I understand that I am entitled to one 10-minute rest period per four (4) hours of work, or major fraction thereof.

I understand that if I voluntarily do not take a meal or rest period that I was entitled to take, SnapCare may contact me to determine why I am not taking it and assist with ensuring that I take my meal and rest periods going forward. I understand that I must inform SnapCare if I am not provided with a compliant meal or rest period and must explain the circumstances in the comments field in the mobile app and the reason for the occurrence.

Employee Signature: \_\_\_\_\_