

## Employee Name:

## **KTM Pay Period Timesheet**

\*By signing, I agree that I have taken all breaks as required by law

Date	In	Lunch	Out	Total Hours	Initial
Ex: 1/1	8:00 AM	12:00 PM- 12-30 PM	4:30 PM	8	SA

\*You (the employee) are responsible for taking breaks in accordance with all applicable laws

## Breaks are taken as follows:

Shift Length	Breaks
2-3 Hours	No Break
3-4 Hours	10 Minutes (Paid)
5-6 Hours	Waive Lunch (Put N/A in Lunch Section)
6 Hours	30 Minutes (unpaid) + 10 Minutes (paid)
6-8 Hours	30 Minutes (unpaid) + 2 10 Minutes (paid)