Minnesota Lifestyle Solutions Timesheet **Name:**

Date	Person Served	Time in/Out	Total Hours

Employee Signature: _____ **Date**: _____

For each continuous 4-hour shift/s I had enough time to use the restroom. For each continuous 8-hour shift/s I had the opportunity for a paid 20-minute meal break. I further understand that if I need a longer break/s, I must clock out and document those breaks on all reports.
Turn in timesheets weekly on Fridays at the end of your shift.