



Nova Management, Inc Employee Timecard

Day of the Week	Date	Time In	Lunch Out	Lunch In	Time Out	Total Time
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

"I certify that the above employee worked the hours listed on this time sheet and I agree to the terms and conditions set forth herein".

"I certify that the above hours worked are accurate. I acknowledge that my employer provided me with rest breaks and meal breaks as required by the laws of this State, and that I was relieved of all duties during those breaks."

Supervisor Signature and Date

Employee Signature and Date

Please calculate to the nearest quarter hour; .25 .50 .75

PLEASE READ

Reg. Hours:

O.T. Hours:

D.T. Hours:

This timecard is due in our office no later than 12:00 noon each Monday. If it is not received on time it will not be paid until the following week. It is your responsibility to ensure that your timecard has been received. If it is not received on time it will not be processed until the following week. Nova Management, Inc. does not pay holiday, vacation, or sick days.

Timecard Fax Line: 831-373-4517
Verification of Timecard: 831-373-4544 or info@novamanagement.com

Employee Name (please print)
Workweek Ending Sunday Date
Company Name & City Location

Nova Management, Inc.
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www.novamanagement.com