



KRONOS LUNCH LOG

Instructions: The lunch log should be utilized by employee(s) who work in the field without a mobile license or access to a time clock/computer. If a lunch break is taken, the employee should add the truck number start and end time. At the end of the administrative workweek, the employee will sign the form and submit the log to their supervisor or payroll clerk to be entered on the timecard.

LAST NAME _____

FIRST NAME _____

EMPLOYEE ID _____

WEEK 1

	DATE	TRUCK NUMBER	LUNCH START	LUNCH END
SATURDAY				
SUNDAY				
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				

WEEK 2

	DATE	TRUCK NUMBER	LUNCH START	LUNCH END
SATURDAY				
SUNDAY				
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE