



Sign-In Sheet

SRPS Lead
Signature:

Date:

Client:

Client Lead
Signature:

Venue:

Contact:

Job Name:

SRPS Lead:

Name	Position	Call Time	Start Time	Initial	Meal #1	Meal #2	End Time	HOURS	MP	PARK	Signature
1					OUT:	OUT:					
					IN:	IN:					
2					OUT:	OUT:					
					IN:	IN:					
3					OUT:	OUT:					
					IN:	IN:					
4					OUT:	OUT:					
					IN:	IN:					
5					OUT:	OUT:					
					IN:	IN:					
6					OUT:	OUT:					
					IN:	IN:					
7					OUT:	OUT:					
					IN:	IN:					
8					OUT:	OUT:					
					IN:	IN:					
9					OUT:	OUT:					
					IN:	IN:					
10					OUT:	OUT:					
					IN:	IN:					
11					OUT:	OUT:					
					IN:	IN:					
12					OUT:	OUT:					
					IN:	IN:					
13					OUT:	OUT:					
					IN:	IN:					
14					OUT:	OUT:					
					IN:	IN:					
15					OUT:	OUT:					
					IN:	IN:					
16					OUT:	OUT:					
					IN:	IN:					
17					OUT:	OUT:					
					IN:	IN:					
18					OUT:	OUT:					
					IN:	IN:					
19					OUT:	OUT:					
					IN:	IN:					
20					OUT:	OUT:					
					IN:	IN:					
21					OUT:	OUT:					
					IN:	IN:					
22					OUT:	OUT:					
					IN:	IN:					
23					OUT:	OUT:					
					IN:	IN:					
24					OUT:	OUT:					
					IN:	IN:					
25					OUT:	OUT:					
					IN:	IN:					

Please send sign-in sheet within 24 hours to hours@srprodsv.com (email) or 866-249-9751 (fax)

Guidelines for SRPS Site Lead

- Site Leads are responsible for the SRPS paperwork (Sign-In Sheet) and crew management on site.
- All crew are asked to arrive on site 15 minutes before their call time in order to check in with their site lead.
- Once the crew has arrived and checked in with you, please contact the Client Lead to begin the work call.
- You are the client's Point-of-Contact for the SRPS Crew.
- It is your responsibility to delegate tasks to the crew and lead by example.
- Safety First! It is up to you on site to ensure the safe operation by our crew.
- It is your responsibility to stop a project if it appears to be unsafe.
- It is your responsibility to make sure the crew get their scheduled breaks:
 - A fifteen (15) minute paid break for each 2-3 hours on the clock
 - A meal break for every 4-5 hours on the clock
 - Walk-Away Meal Break- One (1) hour off the clock, employee released
 - Fed Meal Break- Thirty (30) minutes on the clock, employee provided meal at no cost.

EXAMPLES OF TYPICAL DAYS

8 Hour Day with Call Times 9am-6pm	10 Hour Day with Call Times 8am-7pm
8:45am CREW ARRIVAL & CHECK IN	7:45am CREW ARRIVAL & CHECK IN
9am-11am WORK CALL	8am-10:30am WORK CALL
11-11:15am BREAK	10:30am-10:45am BREAK
11:15am-1pm WORK CALL	10:45am-1pm WORK CALL
1pm-2pm WALK-AWAY MEAL BREAK	1pm-2pm WALK-AWAY MEAL BREAK
2pm-4pm WORK CALL	2pm-4:30pm WORK CALL
4-4:15pm BREAK	4:30pm-4:45pm BREAK
4:15pm-6pm WORK CALL	4:45pm-7pm WORK CALL

SIGN IN SHEET INSTRUCTIONS

CONTACT: Top center, this is your on site point-of-contact

START TIME & INITIAL: The crew member's actual start time and signed initial

OUT: time break/meal started

IN: time break/meal ended

END TIME: The crew member's ACTUAL end time

HOURS: Shift Total (total hours working on the clock)

-----SRPS guarantees all employees are paid a MINIMUM of 4 hours for each call

-----Never include your lunch hour as time worked, ie; if you are on site for 9 hours with one hour walk away meal break

MP: Meal penalties. If a client insists on having a crew work past their scheduled meal break, please inform them that they will incur a meal penalty on their final invoice. Please make note of total time passed after 5 consecutive hours on the clock until the crew is allowed a meal break or released.

PARK: Write the parking dollar amount costs incurred by the crew member and submit a receipt for each

SIGNATURE: Before a crew member is released for the day, have them review their line and sign

SRPS Lead Signature: Your sign off on the whole document upon completion

Client Lead Signature: The client's sign off on the whole document upon completion

MAKE SURE TO EMAIL OR FAX COMPLETED SIGN-IN SHEET WITHIN 24 HOURS

Once the job is complete and you, the crew, and the client have signed off on the paperwork please submit Sign-in sheet, parking receipts and your feedback to hours@srprosv.com. Parking will not be reimbursed if not submitted within 24 hours.

If you have a problem that cannot be resolved on site, please call (714) 809-8989