Weekly Employee Timesheet

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Name: | | | | Week Ending: | | | |
| Job Title: |  | | | Union: | | | |
| Date/Day | Start Time | Job Name & Number | | End Time | Trade  Code | Total Hours | |
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| For proper tracking it may be necessary to use more than one line each day. Make sure time card is filled out correctly. Incorrect time cards may result in a delay in receiving your check. | | | | | Regular Hours |  | |
| Overtime Hours |  | |
| Total Hours |  | |
| Signature: | | | Date: | | | | |
| Parking: YES Total Parking: $ | | | | | | | |
| ALL Receipts must be attached to timecard in order to be paid. Please write the job # on the associated receipt. All receipts must be dated. | | | | | | | |
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| Trade Codes: Please use the proper code for the type of work performed  Djfls dlakjf lkkk lk | | | | | | |
| 10 – Framing 20 – Doors 55 – Plaster 80 – Fireproofing | | | | | | |
| 11 – Stocking 30 – Acoustical 58 – Foam 90 – Supervision | | | | | | |
| 12 – Clean-up 40 – Taping 60 – Drywall | | | | | | |
| 14 – Demo 50 – Lath 70 – Insulation | | | | | | |