



Weekly Employee Timesheet

Name:			Week Ending:		
Job Title:			Union:		
Date/Day	Start Time	Job Name & Number	End Time	Trade Code	Total Hours
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:		
Job # _____		Parking: \$ _____		Tolls: \$ _____ (Tapers Only)	
Job # _____		Parking: \$ _____		Tolls: \$ _____ (Tapers Only)	
<small>ALL Receipts must be attached to timecard in order to be paid. Please write the job # and your name on each receipt. All receipts must be dated.</small>					
<small>Please note that Tolls reimbursement is exclusively for Tapers only.</small>					
Trade Codes: Please use the proper code for the type of work performed					
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			