

JOB TIMESHEET

Job Number: _____

Job Name: _____

Job Location: _____



WEEK START: _____

WEEK END: _____

Names	Pay	Shift *	Asb	MONDAY			TUESDAY			WEDNESDAY			THURSDAY			FRIDAY			SATURDAY		SUNDAY	TOTAL	TOTAL	TOTAL
				ST	OT 1.5x	OT 2x	ST	OT 1.5x	OT 2x	ST	OT 1.5x	OT 2x	ST	OT 1.5x	OT 2x	ST	OT 1.5x	OT 2x	OT 1.5x	OT 2x	OT 2x	ST	OT 1.5x	OT 2.0x
1			<input type="checkbox"/>																					
2			<input type="checkbox"/>																					
3			<input type="checkbox"/>																					
4			<input type="checkbox"/>																					
5			<input type="checkbox"/>																					
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14			<input type="checkbox"/>																					
15			<input type="checkbox"/>																					
16			<input type="checkbox"/>																					

Brief Description of Work Performed:(Also Any hours not in the conformity with the regular schedule below please note on PERSONAL MASTER TIMESHEET)

Note: List Materials on the reverse side of this form.

- Base job time sheet
 - This work is an extra on the base job
 - This job is a service call
 - This job is NOT complete and additional time sheets will be submitted
 - This job is now completed
- Not Approved Approved by: _____
- GC Field Order/PO#: _____
- Job write-up & Material list attached

Foreman's Signature: _____ Date: _____ Approved: _____

Start Time: 8:00 AM Lunch Break: 12:00-12:30PM Stop Time: 3:30 PM
 OT1.5: 6:00AM-8:00AM(M-F); 3:30PM-5:30(M-F); 8:00AM-3:30PM(Sat) OT2.0: Any hours beyond above.
 Codes: ST = Regular Time OT1.5x = Time & 1/2 OT-2x = Double Time *Shift Job: S = Swing(4:30PM - 12:30AM) G = Graveyard(12:30AM - 8:00AM)