| **[Company Name]** | **Employee Name:** | **Standard Pay Rate:** |
| --- | --- | --- |
| **[Company Address]** | **Employee Number:**  | **Overtime Pay Rate:** |
| **[Company Phone Number]** | **Supervisor Name:**  | **Date:** |

| **Project/ Task Description** | **Start Time** | **Finish Time** | **Regular Hours** | **Overtime Hours** |
| --- | --- | --- | --- | --- |
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|  |  |  |  |  |
| TOTAL HOURS FOR DAY: |  |  |
| RATE: |  |  |
| SUB-TOTAL: |  |  |
| TOTAL: |  |  |

| **Additional Items** |
| --- |
| Date  | QTY | Cost Code | Comments |
|  |  |  |  |

| Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: |
| --- | --- |
| Supervisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: |