



## WEEKLY EMPLOYEE TIMECARD

Return this timecard back to your superintendent by Monday morning.

Employee Name: \_\_\_\_\_

Weekending: \_\_\_\_\_

(Please print)

Day	Job Number	Daily Tasks - Mark hours worked for each specific trade	Hours
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
<b>TOTAL WEEKLY HOURS</b>			

Davis-Bacon	Hour Totals
Laborer	
Carpenter <i>(Specify)</i>	
Mason Laborer	
Concrete Finisher	
Crane	
Operator <i>(Specify)</i>	

Department (Office Use Only)	
Concrete Bridge	
Concrete Flat	
Excavation	
Shop	
Trucking	

Per Diem: \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ Have the employee review timecard and check the box to the right before submitting to the office.

**Supervisor Signature:** \_\_\_\_\_

**Leave at Office:** Yes No

**Change of Address:** Yes No

**Mail to:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Notes:**  
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