

Example: Daily verifiable time record

EMPLOYEE NAME: John Doe			PAY PERIOD: 1/15/08		
DATE	JOB # OR CUSTOMER	JOB DESCRIPTION	CLASS CODE	HOURS	OVERTIME
1/10/08	#518	Carpentry - Framing Movie Theater	5403	2	
1/10/08	#618	Pouring Concrete Sidewalk	5221	3-1/4	2
1/10/08	#619	Carpentry - Framing Bank	5403	2-3/4	
1/11/08	#619	Vacation		8	
1/12/08	#619	Carpentry - Framing Bank	5403	1-1/2	
1/12/08	#619	Carpentry - Interior Cabinets	5437	4-1/2	
1/12/08	#620	Carpentry - Framing Apartments	5651	2	
1/13/08	#620	Carpentry - Framing Apartments	5651	6-1/4	
1/13/08	#620	Carpentry - Interior Cabinets	5437	1-3/4	
1/14/08	#620	Carpentry - Interior Cabinets	5437	2-1/2	
1/14/08	#621	Supervise - Concrete Sidewalk Pour	5221	3-1/2	
1/14/08	Jones	Pour Residential Concrete Footings	5215	2	
		CLASS CODE	HOURS	WAGES	TOTAL
		5403	6.25 x	\$15	= \$94
		5221	6.75 x	\$15	= \$101
		5437	8.75 x	\$15	= \$131
		5651	8.25 x	\$15	= \$124
		5215	2.00 x	\$15	= \$30
		5221	2.00 x	\$22.50	= \$45
		Vacation	8.00 x	\$15	= \$120
		Bonus			\$50
		Gross Wages		\$695	
		Total:		40	2
EMPLOYEE SIGNATURE: John Doe				DATE: 1/15/08	

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EMPLOYEE SIGNATURE:	DATE:
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