

Example: Daily verifiable time record

EMPLOYEE NAME: John Doe		PAY PERIOD: 1/13/16																																											
DATE	JOB # OR CUSTOMER	JOB DESCRIPTION	CLASS CODE	HOURS	OVERTIME																																								
1/10/16	#518	Carpentry - Framing Movie Theater	5403	2																																									
1/10/16	#618	Pouring Concrete Sidewalk	5221	3-1/4	2																																								
1/10/16	#619	Carpentry - Framing Bank	5403	2-3/4																																									
1/11/16	#619	Vacation		8																																									
1/12/16	#619	Carpentry - Framing Bank	5403	1-1/2																																									
1/12/16	#619	Carpentry - Interior Cabinets	5437	4-1/2																																									
1/12/16	#620	Carpentry - Framing Apartments	5651	2																																									
1/13/16	#620	Carpentry - Framing Apartments	5651	6-1/4																																									
1/13/16	#620	Carpentry - Interior Cabinets	5437	1-3/4																																									
1/16/16	#620	Carpentry - Interior Cabinets	5437	2-1/2																																									
1/16/16	#621	Supervise - Concrete Sidewalk Pour	5221	3-1/2																																									
1/16/16	Jones	Pour Residential Concrete Footings	5215	2																																									
<table border="1"> <thead> <tr> <th>CLASS CODE</th> <th>HOURS</th> <th>WAGES</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>5403</td> <td>6.25 x</td> <td>\$15</td> <td>= \$94</td> </tr> <tr> <td>5221</td> <td>6.75 x</td> <td>\$15</td> <td>= \$101</td> </tr> <tr> <td>5437</td> <td>8.75 x</td> <td>\$15</td> <td>= \$131</td> </tr> <tr> <td>5651</td> <td>8.25 x</td> <td>\$15</td> <td>= \$124</td> </tr> <tr> <td>5215</td> <td>2.00 x</td> <td>\$15</td> <td>= \$30</td> </tr> <tr> <td>5221</td> <td>2.00 x</td> <td>\$22.50</td> <td>= \$45</td> </tr> <tr> <td>Vacation</td> <td>8.00 x</td> <td>\$15</td> <td>= \$120</td> </tr> <tr> <td>Bonus</td> <td></td> <td></td> <td>\$50</td> </tr> <tr> <td></td> <td></td> <td>Gross Wages</td> <td>\$695</td> </tr> </tbody> </table>			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
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