

# TIME SHEET

## FOR SALARIED/WAGE (HOURLY) EMPLOYEES

PROJECT NAME AND CONTRACT NUMBER \_\_\_\_\_

NAME OF PERSON \_\_\_\_\_

KIND OF WORK PERFORMED \_\_\_\_\_

(LABORER, PLUMBER, MASON, ARCHITECT ETC.)

SALARIED ( )

WAGE/HOURLY ( )

HOURLY RATE - BASED ON \_\_\_\_\_.

DATE	TIME OF WORK				TOTAL HOURS WORKED	HOURLY RATE	VALUE (HOURS x RATE)
	START	END	START	END			
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TOTAL VALUE OF WAGES							

SIGNATURE REQUIRED VERIFYING RECORD

\_\_\_\_\_  
SIGNATURE OF PERSON

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR SIGNATURE  
VERIFYING ACCURACY

\_\_\_\_\_  
DATE