

Timecard Report Example

3/6/2023 to 3/8/2023

Timecard

Date	Class	Proj. No	Project	Item	Item Description	Cost Code	Shift	R	OT	OTx2	TRVL	N/A	Total
06-MAR-23	Basic Laborer		03022023	101	Box Out Excavation	1.01	Day	8.00	0.00	0.00	0.00	0.00	8.00
06-MAR-23	Class A Operator		03022023	101	Box Out Excavation	1.01	Day	4.00	0.00	0.00	0.00	0.00	4.00
06-MAR-23	Foreman		03022023	101	Box Out Excavation	1.01	Day	10.00	2.00	0.00	0.00	0.00	12.00
06-MAR-23	Laborer		03022023	101	Box Out Excavation	1.01	Day	4.00	0.00	0.00	0.00	0.00	4.00
06-MAR-23	OPERATOR		03022023	101	Box Out Excavation	1.01	Day	4.00	0.00	0.00	0.00	0.00	4.00
								30.00	2.00	0.00	0.00	0.00	32.00
08-MAR-23	Basic Laborer		03022023	301.05	Subbase	3.00	Day	8.00	0.00	0.00	0.00	0.00	8.00
08-MAR-23	Foreman		03022023	301.05	Subbase	3.00	Day	8.00	0.00	0.00	0.00	0.00	8.00
08-MAR-23	Laborer		03022023	301.05	Subbase	3.00	Day	8.00	0.00	0.00	0.00	0.00	8.00
								24.00	0.00	0.00	0.00	0.00	24.00
								54.00	2.00	0.00	0.00	0.00	56.00

Employee Signature: _____

Date: _____