

EST, LLC Weekly Employee Time Sheet

Employee's Full Name: _____ Week of (Mon to Sun) _____

Day	Date	Job #	Code	Job Name	Description of Work Performed	Start Time	End Time	Straight Hours	OT Hours	Truck#	Per Diem Yes/No
M O N											
T U E S											
W E D											
T H U R S											
F R I											
S A T											
S U N											

CODES	
1 – Install/Remove	8 – Electrical
2 – Service	9 – Painting
3 – Survey	10 – Structural
4 – Patterns/Layout	11 – Ship/Load
5 – Router	12 – Sick/Vacation
6 – Plastic/Flex	13 – Travel
7 – Metal	

Total Regular Hours for Week:	
Total Overtime Hours for Week:	
TOTAL HOURS FOR WEEK:	
Total Days Per Diem for Week:	

LUNCH IS DEDUCTED

Supervisor's Approval/Signature & Date

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