NAME OF PROJECT ID #/   
EMPLOYEE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PROJECT SITE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POSITION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PAYROLL PERIOD: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DAY | DATE | REGULAR DAY | | | | OVERTIME | | TOTAL | |  | EMPLOYEE |
| AM | | PM | | REGULAR DAY | | DAY | OVER | DAILY WORKS ACTIVITIES/ACCOMPLISHMENT | SIGNATURE |
| IN | OUT | IN | OUT | AM | PM |  | TIME |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| THURSDAY |  |  |  |  |  |  |  |  |  |  |  |
| FRIDAY |  |  |  |  |  |  |  |  |  |  |  |
| SATURDAY |  |  |  |  |  |  |  |  |  |  |  |
| SUNDAY |  |  |  |  |  |  |  |  |  |  |  |
| MONDAY |  |  |  |  |  |  |  |  |  |  |  |
| TUESDAY |  |  |  |  |  |  |  |  |  |  |  |
| WEDNESDAY |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | TOTAL: |  |  |  |  |

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SITE TIMEKEEPER PROJECT ENGINEER/ SUPERVISOR HR MANAGER GENERAL MANAGER