



1210 W | Burbank Blvd | Burbank | CA | 91506 | (818) 562-7866

WORK LOCATION REQUIRED	
City	County
State	<input type="checkbox"/> Foreign

NON-UNION COMMERCIAL PAYROLL TIME CARD

PRODUCTION COMPANY		OCCUPATION		WEEKENDING DATE	PREP
EMPLOYEE NAME		SOCIAL SECURITY NO.	E-MAIL ADDRESS		SHOOT
LOANOUT CO.		FED. I.D.		M <input type="checkbox"/> F <input type="checkbox"/>	WRAP
				TOTAL GROSS	

DATE	JOB NAME/NO.	AICP #	HOURLY RATE	TIME IN	1ST MEAL		TIME OUT	STR	1.5					MEAL PEN	CHECK ONE			COMMENTS
					2ND MEAL										P	S	W	
SUN																		
MON																		
TUE																		
WED																		
THU																		
FRI																		
SAT																		
Employment Ended: No <input type="checkbox"/> Yes <input type="checkbox"/> Date: _____					TOTALS													
Special Unpaid Leave: From _____ To _____																		

KIT RENTAL	AICP ACCT. #	MILEAGE	AICP ACCT. #	PER DIEM ALLOWANCE	PER DIEM TAXABLE	AICP ACCT. #	MEAL ALLOWANCE	AICP ACCT. #
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COMMENTS

By signing, you certify that the record of time worked is correct.

X _____	_____	_____	X _____	_____
Employee Signature	Date	Employee Phone Number	Production Company Approval	Date