



# EMPLOYEE WEEKLY TIME SHEET

Name:

Week Ending Date:

Supervisor:

**Reimbursement:**

Attached to this timesheet, with a project number for each charged item. The original receipt must be attached and pre-approved by your supervisor. It is your responsibility to keep a current mailing address on file. Stop payment fee will be charged for any checks re-issued.

**MONDAY** Date:  Enter all your hours in an HH:MM AM/PM format. Approval:

JOB NUMBER	COST CODE	IN	LUNCH OUT	LUNCH IN	OUT	HRS.	DESCRIPTION	
REG:							OVERTIME:	

**TUESDAY** Date:  Enter all your hours in an HH:MM AM/PM format. Approval:

JOB NUMBER	COST CODE	IN	LUNCH OUT	LUNCH IN	OUT	HRS.	DESCRIPTION	
REG:							OVERTIME:	

**WEDNESDAY** Date:  Enter all your hours in an HH:MM AM/PM format. Approval:

JOB NUMBER	COST CODE	IN	LUNCH OUT	LUNCH IN	OUT	HRS.	DESCRIPTION	
REG:							OVERTIME:	

**THURSDAY** Date:  Enter all your hours in an HH:MM AM/PM format. Approval:

JOB NUMBER	COST CODE	IN	LUNCH OUT	LUNCH IN	OUT	HRS.	DESCRIPTION	
REG:							OVERTIME:	

**FRIDAY** Date:  Enter all your hours in an HH:MM AM/PM format. Approval:

JOB NUMBER	COST CODE	IN	LUNCH OUT	LUNCH IN	OUT	HRS.	DESCRIPTION	
REG:							OVERTIME:	

**SATURDAY** Date:  Enter all your hours in an HH:MM AM/PM format. Approval:

JOB NUMBER	COST CODE	IN	LUNCH OUT	LUNCH IN	OUT	HRS.	DESCRIPTION	
REG:							OVERTIME:	

**SUNDAY** Date:  Enter all your hours in an HH:MM AM/PM format. Approval:

JOB NUMBER	COST CODE	IN	LUNCH OUT	LUNCH IN	OUT	HRS.	DESCRIPTION	
REG:							OVERTIME:	

**TOTAL WEEKLY HOURS** REG:  OVERTIME:

**ESPLANADE**

**COST CODES:**

1.011	Project Superintendent/ Supervising
1.710	Final Clean-up/ Cleaning Crew
2.010	Site Preparation/ Protection/ Plastic Partitions
2.050	Demolition/ Hauling & Dumping
7.200	Insulation
8.200	Door/Window Install
9.250	Drywall/ Framing/ Tape & Mud
9.500	Acoustical Treatment/ Ceilings & T-Bar
9.900	Painting

**TRUE LINE RAIING**

**COST CODES:**

5.520	Handrails and Railings
6.127	Pre Fab Decking
8.800	Glazing