

Daily Time Card

Name: _____ Date: _____

Position & Crew ID: _____
(Ex: carpenter/laborer/painter/supervisor)

Time	Property	Project # or Project Description	Bldg #	Unit #	Description of Work Performed
7:00 AM					
7:30 AM					
8:00 AM					
8:30 AM					
9:00 AM					
9:30 AM					
10:00 AM					
10:30 AM					
11:00 AM					
11:30 AM					
12:00 PM					
12:30 PM					
1:00 PM					
1:30 PM					
2:00 PM					
2:30 PM					
3:00 PM					
3:30 PM					
4:00 PM					
4:30 PM					
5:00 PM					
5:30 PM					
6:00 PM					
6:30 PM					
7:00 PM					

Employee Signature: _____ **Total Hours Worked:** _____

Notes & Issues: