

<b>EZ Electric</b> Weekly Timecard	When did you work?										
	Day of the Week	Date	Start of Day	Start of Lunch	End of Lunch	End of Day	Standard Hours	Overtime Hours	Double Time Hrs	Employee's Approval	Leader's Approval
	Monday:										
	Tuesday:										
	Wednesday:										
	Thursday:										
	Friday:										
	Saturday:										
	Sunday:										
Totals →											

During this payroll period, I have reported all hours worked accurately and completely, have taken all rest and meal periods as required by law, and have experienced no work-related injuries or illnesses. I understand that pay periods are bi-weekly and paydays are on Monday. Pay shall either be delivered by direct deposit or delivered by the US Postal Service.

Employee Signature \_\_\_\_\_

Supervisor's / Leader's Approval \_\_\_\_\_

Division #	Emp #	Last Name	First Name	Week Ending
				___ / ___ / ___
Company Vehicle #:		Mileage:		Page: ___ of ___
<b>This timecard must be faxed to 916-218-3801 by Monday @ Noon</b>				

Where did you work?																			
Line #	Job	Phase Code	Lot	Activity Code				Standard Hours							Overtime Hours				
				SP	R	T	LV	M	TU	W	TH	F	SA	M	TU	W	TH	F	SA
1																			
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			
11																			
12																			
13																			
14																			
15																			
16																			
				Totals →															

Work Orders: Phase Code = "M"  
Temp Power: Lot = "Temp Power"

Special Activity Codes:  
"W" = Warranty  
"S" = Service