

REMARKS

Workman - do not write below this line

O.K.'d by _____ Total Hrs. _____
Foreman's O.K.

O.K.'d by _____ Total Hrs. _____
Superintendent's O.K.

O.K.'d by _____ Total Hrs. _____
Special O.K.

Rate/Hr. \$ _____ Rate/Day \$ _____

For Office Use Only

Reg. Time _____ Hrs. @ _____ = \$ _____

Overtime _____ Hrs. @ _____ = \$ _____

_____ \$ _____

Total Amount Earned \$ _____

S.D.I. \$ _____

F.I.C.A. \$ _____

Medicare \$ _____

Federal W/H Tax \$ _____

State W/H Tax \$ _____

_____ \$ _____

Total Deductions \$ _____

Net Amount Earned (Labor) \$ _____

Additions _____ \$ _____

_____ \$ _____

Net Amount Paid \$ _____

Date _____ Check No. _____

TIME CARD

Copyright © 2000 REEVES BUSINESS FORMS

Week Ending _____, _____
(Year)

Name of Workman

Home Address

Telephone No.

Social Security No.

NOTICE

1. Keep time cards neat and clean.
2. Fill in all spaces except where marked otherwise.
3. Each job has a number and it must be written in space marked "Job No."
4. All **Overtime** must be separated from **Regular Time** and plainly marked "**Overtime**". If overtime is on contract work state time of starting and time of finishing.
5. Fill in card each day and when job is completed.
6. On all time and material jobs, the job ticket and time card must agree.
7. Write time on time card and also on job ticket.

These and other time card instructions must be carried out or payment will not be made.

REEVES BUSINESS FORMS

P.O. BOX 3569 • SUNRIVER, OR 97707

Tele: 541-593-6290 • Fax: 541-593-6379

TOLL FREE — 800-360-0321

Form 33

