

Sierra Trim Timecard

Employee:_____

Week Ending: _____

Date	Work Code	Job Code	Description & Lot/Unit Number Worked In	In	Out	Hours
Total Hours						

Work Codes:

1- Exterior Doors

2-Interior Doors

3-Cabinet Install

4-Base Install

5- Hardware Install

6- Detail (After-Carpet)

7- Pick-Up Work

8- Customer Service

9- Spread Materials

0- T&M

By signing below, I certify I have not been injured on the job this week, and this timecard has been filled out accurately. All hours are accounted for with proper wage classification and accurate job information. I also took my two 15-minute breaks and lunch.

X _____ Date: _____