Sierra Trim Timecard

Employee:_____ **Week Ending:** _____

Date	Work Code	Job Code	Description of Shop Work / Deliveries Made	In	Out	Hours
					Total Hours	

Work Codes:
D- Driving
J- Unloading/ Spreading Materials
P- Shop Production
I - Install / Customer Service

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:**_____