Filling Out a Service Time Sheet

- Find the Job Specific Template for Your Timecard. These can be obtained either from your supervisor, or you can copy paste this path in your address bar O:\Templates\TIMESHEETS Click on Time Sheet – Service only. Do Not change the original sheet! make a copy of it on your desktop and work off it!
- Fill in the last day of that work week (Typically Sunday of that work week) in the space for WEEK ENDING:, fill in your own name, in the space for EMPLOYEE NAME:, and in the box for Number of Time Sheets for the week indicate the number of time sheets for the week (one time sheet per project you worked on each week).

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┌──────────┐
│    X     │
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Number of Time Sheets for the week
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EMPLOYEE NAME: _____ **Firdt Name Last Name** _____   WEEK ENDING: _____ 3/1/2020 _____

EMPLOYEE SIGNATURE: _____   SUPERVISOR APPROVAL: _____

- FOR EACH DAY WORKED: Enter the time you started work under Start Time, enter the time you went to lunch and returned from lunch in the boxes for Lunch Start Time and Lunch End Time. Enter the time you completed work for the day in the box for End Time. Time entered must be in X: XX format. For example, if you start work at 7 in the morning, do not enter 7, enter 7:00 AM.
- Calculate the hours worked (Minus the time taken out from lunch) and enter that hourly amount in the box for Total Hours Worked.
- If your workday was spent in Apprentice Training Class, please check the box Apprentice Training Class under the day that you spent in class.

Note: The company does not allow banking hours from one week to the next, the hours listed below must accurately represent the hours worked. All overtime (and weekend hours) must be preauthorized by your supervisor.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Start Time	7:00 AM	7:00 AM	6:00 AM	7:00 AM	6:00 AM		
Lunch Start Time	12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM		
Lunch End Time	12:30 PM	12:30 PM	12:30 PM	12:30 PM	12:30 PM		
End Time	3:30 PM	3:30 PM	2:30 PM	3:30 PM	2:30 PM		
Comments							
Total Hrs	8	8	8	8	8		
Apprentice Training Class (✓if yes)							

- Ask your supervisor how your tasks were broken up by work order name & number for each day and enter the proper work order name & number and hours spent doing those activities for each day and assign those based on regular time and over time hours.

Work Order Name & #									TOTALS
WO#3331 PSL GFCIs	RT:	8		4					12
	OT:								
WO#3330 PSL GFCIs	RT:		8	4		2			14
	OT:								
WO#3385 PSI Normal	RT:				4	3			7
	OT:								
WO#3358 PSL Equip	RT:								
	OT:				2	2			4
WO#3357 PSL EM	RT:								
	OT:				2	1			3

- If applicable, indicate your hours for a holiday in the box marked Holiday, the hours you took for PTO in box for PTO or check Short Hours box if you did not work a full work that day on a day that was not a holiday, and no PTO will be used. Once all the hours are added to the sheet it will give you your Subtotal Regular Hours, Subtotal Overtime Hours and Total Hours worked for that week.

Paid Time Off (PTO)	RT:								
Holiday	RT:								
Short Hours - TimeUnpaid (✓ if yes)									
Subtotal Regular Hrs		8	8	8	4	5			33
Subtotal Overtime Hrs					4	3			7
TOTAL HOURS		8	8	8	8	8			40

- Sign timecard on the line for Employee Signature and turn into your supervisor

EMPLOYEE SIGNATURE: _Employee_____ SUPERVISOR APPROVAL: _Supervisor_____

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- FOR SUPERVISOR: Sign line for Supervisor Signature and submit timecard to payroll/accounting coordinator on Monday morning.