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CAMAS, WA 98607, USA

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[www.courtfloors.com](http://www.courtfloors.com)

## Weekly Time Record

Employee Name:

Address:

Phone:

Week ending:

Date/Day	Travel time	First Shift		Lunch Break		Second Shift		Payroll draw	Job site and description required every day	Total hrs.
		In	Out	In	Out	In	Out			
___Mo										
___Tue										
___We										
___Thu										
___Fri										
___Sat										
___Su										
								Total		

**Travel Time**—Indicate the time it took you to travel to a jobsite located outside the Portland/Vancouver Metro Area. Do not include travel time for local projects that are in the Portland/Vancouver Metro Area.

**First Shift**—This is your first shift of the day before you take a lunch break. You should work 4 hours before you take a lunch break.

**Lunch Break**—Indicate the time you took for lunch. A one hour lunch break is accepted if you work six or more hours. If working less than 6 hours take a 30 minute lunch break.

**Second Shift**—This is your final shift of the day.

**Job Site and Description**—Please indicate the job site you worked on and what your basic responsibilities were that day and what was completed. Brief Description for cost breakdown.

Employee Agreement: The above hours are accurate and have been calculated from the time work began at the job site to the time work ended at the job site. Travel time has been calculated only when work is outside of the Greater Portland/Vancouver area. False representation of time will result in immediate termination of employment with Courtsports Inc. All employee hours may be checked against management's recorded hours. If you are uncertain about your start time or end time please consult management. Please include all payroll draws on your time card. This includes meals, cash, checks or any other payouts borrowed from Courtsports Inc. Employees will be paid twice each month. The first pay period begins on the first of the month and ends on the fifteenth. Paychecks will be issued on the twentieth of each month for the first pay period. Timecards are due on the seventeenth of the month. The second pay period begins on the sixteenth and ends the last day of each month. Paychecks will be issued on the fifth of the following month for the second pay period. Timecards are due on the second of the month. Employee weekly time records must be submitted no later than two days after the end of each pay period. If not submitted within two days after the last day of the given pay period your payroll information will not be submitted to accounting for payment until the next pay period. Please submit all employee weekly time records directly to Erik Sigurdson or send via fax to 360-834-3837. There will be no exceptions for late weekly time records!

Employee signature: \_\_\_\_\_

Date: \_\_\_\_\_