

# CONSTRUCTION TIMESHEET

One row per day with a job / cost code, so hours land on the right job. Two jobs in a day? Use two rows.

Employee \_\_\_\_\_ Foreman / supervisor \_\_\_\_\_

Week starting (Mon) \_\_\_\_\_ Trade / classification \_\_\_\_\_

Hourly rate \_\_\_\_\_

| Day       | Date | Job / cost code | Time in | Time out | Break (min) | Hours | Notes |
|-----------|------|-----------------|---------|----------|-------------|-------|-------|
| Monday    |      |                 |         |          |             |       |       |
| Tuesday   |      |                 |         |          |             |       |       |
| Wednesday |      |                 |         |          |             |       |       |
| Thursday  |      |                 |         |          |             |       |       |
| Friday    |      |                 |         |          |             |       |       |
| Saturday  |      |                 |         |          |             |       |       |
| Sunday    |      |                 |         |          |             |       |       |

Total hours

Regular hours (max 40)

Overtime hours

GROSS PAY

On a public or prevailing-wage project? Certified payroll (federal form WH-347) reports classification and daily hours per job — the trade field and job-code column carry exactly that detail.

\_\_\_\_\_  
Employee signature / date

\_\_\_\_\_  
Foreman signature / date