

Hart Mechanical, Inc.

- Directions to filling out a Employee Time Card

NOTE: ON MONDAY OF EACH WEEK EMPLOYEE TIME CARDS ARE FORWARDED TO THE OFFICE BY OUR JOB-SITE FOREMEN. ALL TIME CARDS MUST BE REVIEWED FOR ERRORS. IN REVIEWING ANY TIME CARD IT IS A NECESSITY TO FIRST UNDERSTAND THE RULES ON HOW TO FILL-OUT A FIELD TIME CARD.

1.) Employee Name

Name John Doe Date 7/16/06

2.) Write date in this section

DATE	JOB	CAT	UNIT	MON	TUES	WED	THURS	FRI	SAT	SUN	TOTAL
	CL604	6	2	2			1	2			5
	M454	1	8	3		8					11
	CS504	325	1	1	4		4				9
	CH513	510	60	2	2		2				6
	M4513	545	2		2		1	6			9
											40

The week-ending date is always Sunday

4.) This section illustrates the hours distribution of an employees daily work performance. Per day and in total for the week

HART PLUMBING CO. EMPLOYEE RULES ON JOB

- 1- No alcohol on job-in trucks
- 2- No smoking in final units
- 3- No mud on shoes on tile-carpet
- 4- No drugs
- 5- No trash left in unit-ground
- 6- No parking on grass-graded lots-driveways-shoulder of road
- 7- Responsible while driving company truck
- 8- Responsible for company tools
- 9- Responsible for safety-self and others
- 10- Employee read and sign

Foreman must intial card after reviewing

Approved: [Signature] Signature: John Doe

3.) Use your category cards to help with coding

Hart Plumbing Co. of CT., Inc.
Cost Code for the Job-site

1	Permits
3	PreFab UG
4	Backhoe
5	Gravel
6	Slab Work
7	Int Drainage
8	Int Water Piping
9	Int Gas Piping
10	Tubs
11	Fixtures & Trim
12	Boilers w/Heaters
15	Tools
16	Tool Repair
17	Storage Trailer
18	General Conditions
19	Coring
20	Fire Proofing
21	Extra Work
22	Warranty Work
24	Site Water Mains
25	Site Sanitary Sewer
26	Site Gas
27	Bonding
301	Engineering
305	Permits
306	Fire Service Man
308	Pump Room
315	Stand Pipe System
319	Coring
320	Dry System Rough
322	Dry System Garage
325	Wet System Rough
328	Fire Stopping
330	Finish
335	Tools
336	Tool Repair
337	Storage
340	Extra Work
345	Bonding
350	General Conditions
355	Storage
360	Warranty
510	Venting Lines
512	Refrigerate Lines
515	Handlers
520	Rough Duct
530	Insulation
535	Condensate Line
540	Cools/Furnace
541	Drains
542	Flues
545	Condensing Unit
550	Controls
555	Finish Duct Trim
560	Start Up
563	Extra Work
565	Tools
566	Tools Repair
570	General Conditions
575	Mobilez /Storg Trailer
580	Bonding
590	Warranty

NO. John Doe
BASE 716/106
WEEN ENDING # X 14/4505 A

REG. TIME HRS.	IN	OUT	IN	OUT	REG. TIME HRS.	IN	OUT	IN	OUT
					JUL 10				
					JUL 10				
					JUL 11				
					JUL 11				
					JUL 12				
					JUL 12				
					JUL 13				
					JUL 13				
					JUL 14				
					JUL 14				

Each day you must clock in & out using the time clock.

TIME CARD INSTRUCTIONS:

- 1.) Fill in your **NAME** and the **WEEK-END DATE** at the top.
- 2.) Enter the week's dates in the **BOXES** for the current week.
- 3.) **EACH DAY** you must use the time clock to **Clock in** at the beginning of the day and then **Clock out** at the end of the day.
- 4.) **RECORD** the job you've worked on, the category your work relates to, and the unit/bldg number you worked in.
- 5.) **EACH DAY** enter the number of hours you worked on that specific job, specific category, and specific unit/bldg number.
- 6.) At the end of the week, **TOTAL** all hours worked for each job, category, and unit/bldg number across, then **TOTAL** each day down.
- 7.) **WRITE** the total number of hours worked for the week in the totals column.
- 8.) **SIGN** at the bottom and give it to your supervisor for approval/signature.

Note: Employees must complete their own time card. All cards must be punched and coded by each employee.