

# CHANGE ORDER HOURS

Name: \_\_\_\_\_ Job Site: \_\_\_\_\_

Date	Day	Job Performed	Total Hours
	Saturday		
	Sunday		
	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
Employee Signature: _____		Total Hours Worked	
Supervisor Signature: _____		Overtime	

**Time sheets must be completed on Friday and turned in on Friday or your pay will be DELAYED! NO EXCEPTIONS!**

You and your site supervisor must both sign time sheet! Email on FRIDAY to timesheets100@gmail.com

\* If out of town indicate per Diem for next week

\*\*If working at multiple sites, please indicate in 'Job Performed' box what site on what days\*\*