

Daily Work Log

Name: _____
TRADE: _____

Employee ID: _____

Date: _____

WO Finished?

Work Order #	BLDG /Segment	RM # /FLOOR /ZONE	TASK CODE	TIME Worked	COMMENTS	Yes	No
BREAK							
OVERTIME/STANDBY/CALLBACK/COMP TIME/FLEX TIME							
TOTAL HOURS					Time Types: AT=Admin Time; R=Regular; H=Holiday; LW=Leave without pay; O=On Call; OT=Overtime; S=Sick; JD=Jury Duty; B=Break; BR=Bereavement; CT=Comp Time; CB=Callback; SB=Standby; V=Vacation; TR=Training; K=A-Frames		
EMPLOYEE SIGNATURE: _____					DATE: _____		
BY MY SIGNATURE, I ATTEST THAT I HAVE RECORDED ALL HOURS PHYSICALLY WORKED THIS DATE.							
SUPERVISOR SIGNATURE: _____					DATE: _____		
TIME ENTERED BY: _____					DATE: _____		