# CONTRACTOR WEEKLY TIME CARD

**PAY PERIOD WEEK ENDING:** _____

**CONTRACTOR NAME:**
**CONTRACTOR ID:**
**COMPANY / CLIENT:**
**PROJECT / DEPT:**

| DAY | DATE | TIME IN | TIME OUT | BREAK (MIN) | REGULAR HOURS | OVERTIME HOURS | TOTAL HOURS |
|---|---|---|---|---|---|---|---|
| Monday | | | | | | | |
| Tuesday | | | | | | | |
| Wednesday | | | | | | | |
| Thursday | | | | | | | |
| Friday | | | | | | | |
| Saturday | | | | | | | |
| Sunday | | | | | | | |
| | | | | Total Weekly Hours: | | | |

| HOURLY RATE & EARNINGS | | |
|---|---|---|
| TYPE | RATE | TOTAL PAY |
| Regular | | |
| Overtime | | |
| Other | | |

| PAYROLL SUMMARY | |
|---|---|
| Gross Pay | |
| Reimbursements | |
| Total Net Payment | |

_____
Contractor Signature Date

_____
Authorized Supervisor Signature Date