



580 W. Cheyenne Ave., Ste. 120  
 N. Las Vegas, NV 89030  
 Ph.: 702-750-1811 Fax: 702-750-1832  
 E-mail: Info@AdamikElectric.com

# Weekly Timecard

Department: \_\_\_\_\_

Manager: \_\_\_\_\_

Week Commencing: \_\_\_\_\_

Employee: \_\_\_\_\_

Week Ending: \_\_\_\_\_

Employee's Phone: \_\_\_\_\_

Project Number	Task	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Regular Hours	Overtime Hours	Total Hours
	<b>OVERTIME</b>										
	<b>DAILY INITIALS OF SUPERVISOR</b>										
	Total Hours										
	<b>Reported Hours</b>								<b>Overtime</b>		

Note: Use increments of 0.25 (15 minutes) when recording hours.

Under the penalty of perjury and laws of the State of Nevada, I am voluntarily signing that for the week ending above, the total number of hours I have worked for Adamik Electric was the above mentioned hours and that I have not been a victim of discrimination or sexual harassment during the week and that I had no job-related injuries. I further state that I understand that there are written policies and procedures at Adamik Electric for reporting any incidents of injury, discrimination or harassment.

\_\_\_\_\_  
 Foreman's Signature Date

\_\_\_\_\_  
 Project Manager's Signature Date

\_\_\_\_\_  
 Employee's Signature Date