

Name			
Address:			
Address Change?:	<input type="checkbox"/>		
Social Security #:		Mobile #:	

Day	Date	Job Name/Location	Out of Town	In	Out	In	Out	In	Out	Total ST	Total OT	Reimbursements
Example	4.22	Glow/Java St	<input type="checkbox"/>	8am	12.30pm	1.30pm	5.30pm	6.30pm	11pm			
Monday			<input type="checkbox"/>									
Tuesday			<input type="checkbox"/>									
Wednesday			<input type="checkbox"/>									
Thursday			<input type="checkbox"/>									
Friday			<input type="checkbox"/>									
Saturday			<input type="checkbox"/>									
Sunday			<input type="checkbox"/>									
Totals:												

- You Must Total Your Hours or YOU WON'T GET PAID
- Minimum Call is 4 hours
- Overtime is time and half and begins after 10 hours
- For out of town jobs you are paid an additional \$50 roundtrip for your travel time. Travel Expenses if any should be in the reimbursement column. Please send a copy of the receipt of any reimbursed expenses.
- Write down actual hours worked here. Include minimums in total st and total ot columns. IE if strike begins at 1 am and ends at 2 am write that down in the in and out columns then total ST should be 4
- Time-sheets are due every MONDAY. You can email it to erich@glowdesigngroup.com, fax or mail it to the address below
- Paychecks are sent out every other THURSDAY. They must be mailed and cannot be picked up.

