ABM Mechanical, Inc. Time Report



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				Leat	Workday in a v	usak is Sunda	.,					
Employee Name: Week E												
					Time Worked Each Day - # of Hours							
		Work Order	Cost								Week	
Name/Description of Job	Job No.	W.O. No.	Center	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	Total	
		1										
		1										
		1			1				1	<u> </u>	<u> </u>	
		1			1				1	<u> </u>	<u> </u>	
		1		ł	1		1		1	1	<u> </u>	
										+	<u> </u>	
					+				+	+	1	
										+	1	
										+	+	
<u> </u>		+			+				+	+	<u> </u>	
Total Regular Time												
Per Diem - Travel Day												
	<u> </u>	+			╂────				╂────		+	
Per Diem - Full Day	<u> </u>	+		<u> </u>	<u> </u>	1			<u> </u>		 	
Per Diem - Lodging		+		<u> </u>	T	T			<u>╷</u>			
Reimburseable Mileage												
Employee Comments:												
Instructions:						Non Chargable - Job Number Legend:						
	set Code and	havo clear	docor an	d ich No								
 All time needs to be assigned a Cost Code and have clear descr. and job No. Any travel time should be noted in the "comments" section 						901 - Admin 940 - Holiday 902 - Shop 950 - No Charge						
3. Time sheets are due to office by Monday at 7 am following							910 - Estimating 970 - Training					
the week of work	-		-			930 - V	acation	980) - Sick t	ime		