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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	
OVERTIME												
DAILY INITIALS OF SUPERVISOR												
Total Hours												
Reported Hours		Overtime										

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