

EMPLOYEE TIME RECORD

EMPLOYEE NAME		PROPERTY #	NAME OF PROPERTY
ADDRESS		PAYROLL PERIOD	
CITY / STATE / ZIP		FROM:	TO:

DATE	HOURS WORKED	WORK PERFORMED	PR PROCESSOR USE ONLY

X
\$ _____
=
\$ _____

TOTAL HOURS
HOURLY RATE

I certify that the hours recorded on this record are complete and correct for the period indicated.

Employee's Signature _____
 Date _____

Manager's Approval (Signature) _____
 Date _____

Property Manager Approval (Signature) _____
 Date _____

FAX TO 503-555-1212