

Phoenix Engineering

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Time Record for: _____

(Full Name)

For the week starting: _____ and ending: _____

You are responsible for accurately recording your time worked, and meal period(s) each day, and turning in this record to your supervisor for review and approval by noon on the last workday covered by the time record. Then you must call in, fax, or e-mail it to Phoenix by Monday. Regular workweek starts at 12:01 a.m. on Monday and goes through midnight on Sunday. **See Meal/Rest Period Policy on reverse side.**

Day	Date	Time In	Meal Period Start End	Time Out	Hours Worked	Explanation of Time Off *	Time Worked During Required Meal/Rest Periods (if any)
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

* See time off code below

Total Hours Worked: _____ Total Meal/Rest
Period Worked: _____

I certify that the above is an accurate record of my time worked and not worked.
I also certify that no accident or injury was sustained while working on the assignment unless so noted here.

Employee Signature: _____

Verified and approved by: _____

Customer Name _____

Authorized Customer Signature _____

Time Off Codes

- V** Vacation
- H** Holiday
- I** Personal Illness
- L** Leave of absence L1-FMLA, L2-CFRA, L3-personal, L4-military
- O** Other – Please explain: _____