

Subcontractor Daily Timesheet

Supplier _____

SCWA/STR Name _____

Purchase Order No. _____

SCWA/STR Signature _____

Project Title _____

Contracts Professional Name _____

Task/Work Authorization # _____

Lead Engineer Name (if applicable) _____

Week of _____

Employee Name	Monday			Tuesday			Wednesday			Thursday			Friday			Weekend (Saturday / Sunday)			Total Hours Worked	
	Time In	Lunch	Time Out	Time In	Lunch	Time Out	Time In	Lunch	Time Out	Time In	Lunch	Time Out	Time In	Lunch	Time Out	Time In	Lunch	Time Out		

- All employees shall initial next to their time in and time out daily entries.
- Lunch breaks are unpaid. (**Note: NY state law requires total time worked include a lunch break**)
- This form shall not be utilized as a Supplier timecard for invoicing purposes; the Supplier shall maintain its own official company timecard.
- If less than a full hour's work is rendered, the Supplier shall be reimbursed on a prorated basis to the nearest tenth of an hour.