

DATE:

EMPLOYEE 1																						
Total Hrs		STANDING WORK ORDERS				START TIME		END TIME		AREA		COMMENTS										
OT	REG	Employee Name	Reg Hrs	Absence Type	Hrs	Acting Rate	Overtime Pay Type	Hrs	Overtime Pay Type	Hrs	M/B Hrs	Travel Paid	Travel Bank	Vehicle #1	Hrs	Kms	Litres/Tonnes	Vehicle #2	Hrs	Kms	Litres/Tonnes	

EMPLOYEE 2																						
Total Hrs		STANDING WORK ORDERS				START TIME		END TIME		AREA		COMMENTS										
OT	REG	Employee Name	Reg Hrs	Absence Type	Hrs	Acting Rate	Overtime Pay Type	Hrs	Overtime Pay Type	Hrs	M/B Hrs	Travel Paid	Travel Bank	Vehicle #1	Hrs	Kms	Litres/Tonnes	Vehicle #2	Hrs	Kms	Litres/Tonnes	

Date	Emp ID	Employee Name	Hrs	Pay Type	Pay Type Description	Job Type	Job Step	Work Order	CC4	Comments	Vehicle ID	Work Order	Hrs	Vehicle Description
EMPLOYEE 1														
									7					
									7					
				215	Meal Break				7	Meal Break				
				212	Travel Time COT2.0				7	Travel Time				
				242	Travel Time BOT2.0				7	Travel Time				
										Early Absence				
EMPLOYEE 2														
									7					
									7					
				215	Meal Break				7	Meal Break				
				212	Travel Time COT2.0				7	Travel Time				
				242	Travel Time BOT2.0				7	Travel Time				
										Early Absence				
EMPLOYEE 3														