



HOW TO COMPLETE A TIMECARD

Section 1

1. Enter date
2. Circle day of the week
3. Enter WBE Job Number
4. Enter Customer Job Number
5. Enter WBE Truck Number
6. Enter WBE Tow Behind Number
7. Enter Additional information (See in parenthesis) Portapoty, light tower, 2nd or third work truck or additional work trucks

1	DATE	08/16 /2023
2	DAY	MON / TUES / WED / THURS / FRI / SAT / SUN
3	WBE JOB NUMBER	PGE-0722SA-U1
4	CUSTOMER JOB NUMBER	35334755
5	WBE TRUCK NUMBER	41
6	WBE TOW BEHIND NUMBER	AB-1021
7	ADDITIONAL (TRUCK, TOW BEHIND, ECT.)	N/A

Section 2

1. Enter 3-4 Character Code (for example: PGE, PPS, SMUD)
2. Enter Contact Name (foreman's name and number)
3. Enter Contact Phone Number
4. Job Location
 - a. Enter Street Address
 - b. Enter City
 - c. Enter County
5. Job Notes - Enter **EVERYTHING** underlined on the job tag except the job location, as it is already listed in step 4.
 - a. WBE Job Number (found on the job tag)
 - b. Customer Job Number (found on the job tag)
 - c. Any other UNDERLINED TEXT & Notes on the job tag



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1	CUSTOMER	2	CUSTOMER CONTACT	3	PHONE NUMBER
	PGE		ROB SMITH		555 828 - 6524
4		JOB LOCATION			
STREET ADDRESS	CITY	COUNTY			
6829 PLEASANTS VALLEY RD	VACAVILLE	SALONO			
5		JOB NOTES			
		WBE # PGE-0722SA-U1 PM# 35334755 BPO # 2700839841			

Section 3

1. All jobs will complete TC-01 line
 - a. Enter "SHOW UP OUT" time - That is the time dispatch assigned you to arrive at the yard.
 - b. Enter "JOB SITE ARRIVE" time - That is the time you arrived at the job site.
 - c. Enter "JOB SITE OUT" time - That is the time you left the job site.
 - d. Enter "SHOW UP IN" time - That is the time you arrived back at the yard.
2. TRAVEL TIME TOTAL
 - a. Calculate the time from "SHOW UP OUT" to "JOB SITE ARRIVE" plus the time from "JOB SITE OUT" to "SHOW UP IN".
 - b. The example from 7:00am to 8:00am is one hour, and from 5:00pm to 6:00pm is one hour. Total travel time is 2 hours.
3. JOB SITE TOTAL
 - a. Calculate the time from "JOB SITE ARRIVE" to "JOB SITE OUT".
 - b. In the example the time is 7:00am to 5:00pm which is 10 hours.
4. TOTAL HOURS
 - a. Add the "TRAVEL TIME TOTAL" and the "JOB SITE TOTAL"
 - b. In the example, travel time is 2 hours and job site time is 10 hours for a total of 12 hours.



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1 hour + 1 hour = 2 3 4

	SERVICE DESCRIPTION	SHOW UP OUT	JOB SITE ARRIVE	JOB SITE OUT	SHOW UP IN	TRAVEL TIME TOTAL	JOB SITE TOTAL	TOTAL HOURS
TC-01	Includes: 2 Flagmen, 1 PU, 1 Arrowboard, 80 cones, 12 signs, 4 Type II Barricades, Two way Communication.	6:00 AM	7:00 AM	AM	AM	2	10	12
TC-01 SAT	Includes: 2 Flagmen, 1 PU, 1 Arrowboard, 80 cones, 12 signs, 4 Type II Barricades, Two way Communication.	PM	PM	5:00 PM	6:00 PM			
TC-01 SUN	Includes: 2 Flagmen, 1 PU, 1 Arrowboard, 80 cones, 12 signs, 4 Type II Barricades, Two way Communication.	AM	AM	AM	AM			
TC-01 ADM	Includes one additional Flagman	AM	AM	AM	AM			
TC-01 STBY	Includes: 2 Flagmen, 1 PU, 1 Arrowboard, 80 cones, 12 signs, 4 Type II Barricades, Two way Communication.	AM	AM	AM	AM			
TC-01LT	Includes: Light Tower - Large, Tow Behind	AM	AM	AM	AM			
MISC		AM	AM	AM	AM			

Section 4

1. WBE PERSONNEL ON SITE

a. Journeyperson/ Additional Crew

- i. Each employee must print their name on first line.
- ii. Each employee must sign their signature on the second line.

2. CLASSIFICATION

a. Circle your classification level

- i. JM = Journeyman
- ii. AP 01 - 04 = Apprentice Level

3. HOURS

a. TC-01DT / DRIVE TIME

- i. Enter the time you drove to the job listed in SECTION 2 under TRAVEL TIME TOTAL.

b. N/A / PASSENGER TIME

- i. Enter the time you were the passenger while driving to the job listed in SECTION 2 under TRAVEL TIME TOTAL.

c. TC-01 / REG TIME



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- i. Enter the number of regular hours you worked at the job listed in SECTION 2 under JOB SITE TOTAL.
 - ii. You can not list more than **8 hours** of regular time. Anything over 8 hours is to be recorded in the OVERTIME section.
 - iii. If you worked on two or more jobs, you must fill out your time on each time card.
 - iv. See EXAMPLE below for recording time for multiple jobs in one day.
 - d. TC-01OT / OVERTIME
 - i. Enter the number of overtime hours you worked on the job.
 - ii. Overtime is any hours worked over 8 regular hours in one day.
 - iii. All hours worked on Saturday are considered overtime.
 - e. TC-01DBL / DOUBLE TIME
 - i. Enter the number of double time hours you worked on the job.
 - ii. All hours worked on Sunday are considered double time.
 - iii. All hours worked on a Federal holiday are considered double time.
 - f. TC-01MM / MISSED MEAL
 - i. If you missed your lunch break, you **MUST** write "YES" in the box.
 - ii. Management **MUST** approve missed meals.
 - g. OVERNIGHT / \$24 PER DEIM
 - i. If the job requires an overnight stay out of town, you **MUST** write "YES" in the box.
4. TODAY INJURY STATUS**
 - a. If you were injured on the job, circle 'YES'. ***Immediately text/call management**
 - b. If you had no injuries on the job, circle "NO".
5. INITIAL
 - a. Each employee must initial their time recording.



HOW TO COMPLETE A TIMECARD

WBE PERSONNEL ON SITE		CLASSIFICATION					HOURS							TODAY INJURY STATUS**	INITIAL		
							TC-01DT DRIVE TIME	N/A PASSENGER TIME	TC-01 REG YRS	TC-01OT OVERTIME	TC-01DBL DOUBLE TIME	TC-01MML MISSED MEAL	OVERNIGHT \$24 PER DWH				
CREW LEAD	JOHN DOE	JM	AP 04	AP 03	AP 02	AP 01	2		8	2					YES	NO	JD
SIGNATURE*	<i>JOHN DOE</i>						a	b	c	d	e	f	g				
ADDITIONAL CREW	JANE SMITH	JM	AP 04	AP 03	AP 02	AP 01			2	8	2				YES	NO	JS
SIGNATURE*	<i>JANE SMITH</i>																
ADDITIONAL CREW		JM	AP 04	AP 03	AP 02	AP 01	**You MUST immediately text/call management if you circled YES							YES	NO		
SIGNATURE*		JM	AP 04	AP 03	AP 02	AP 01								YES	NO		
SIGNATURE*		JM	AP 04	AP 03	AP 02	AP 01								YES	NO		
ADDITIONAL CREW		JM	AP 04	AP 03	AP 02	AP 01									YES	NO	
SIGNATURE*		JM	AP 04	AP 03	AP 02	AP 01									YES	NO	

* EMPLOYEE SIGNATURE: ALL EMPLOYEES MUST REVIEW PRODUCTION/TIME SHEET TO VERIFYING CORRECT REGULAR HOURS, OVERTIME, DOUBLE TIME, DRIVE TIME, BREAKS, MEAL PERIODS AND LABOR CLASS AND ONLY IF CORRECT SIGN.

** TODAY INJURY STATUS: ALL EMPLOYEES MUST CHOOSE YES OR NO EVERYDAY AND INITIAL NEXT TO CHOICE, IF "YES" USE REVERSE SIDE FOR DETAILED EXPLANATION. BY SIGNING YOU ARE CONFIRMING YOU ARE AN AUTHORIZED EMPLOYEE OF THE COMPANY TO SIGN, HAVE REVIEWED, ASREE WITH WHAT IS REPRESENTED ON THIS TIME PRODUCTION SHEET ALONG WITH TERMS AND CONDITIONS ON BACK.

*** CUSTOMER SIGNATURE

CUSTOMER SIGNATURE***

FOREMAN SIGNATURE HERE



HOW TO COMPLETE A TIMECARD

EXAMPLE OF RECORDING HOURS FOR MULTIPLE JOBS

In the example shown below, **2 jobs were worked** by the same crew on one day for a total of 10 hours worked. **Two time cards must be completed, one for each job.**

The first time card show that they worked 6 hours at the first job.

WBE PERSONNEL ON SITE		CLASSIFICATION	HOURS							TODAY INJURY STATUS**	INITIAL	
			TC-REG REGULAR TIME	N/A PASSENGER TIME	TC-OT REG TIME	TC-OT OVERTIME TIME	TC-DBL DOUBLE TIME	TC-DMR MISSED MEAL	OVERSHT \$24 HR DDB			
CREW LEAD	JOHN DOE	JM AP 04 AP 03 AP 02 AP 01			6					YES	NO	JD
SIGNATURE*	<i>JOHN DOE</i>											
ADDITIONAL CREW	JANE SMITH	JM AP 04 AP 03 AP 02 AP 01			6					YES	NO	JS
SIGNATURE*	<i>JANE SMITH</i>											
ADDITIONAL CREW		JM AP 04 AP 03 AP 02 AP 01								YES	NO	
SIGNATURE*												
ADDITIONAL CREW		JM AP 04 AP 03 AP 02 AP 01								YES	NO	
SIGNATURE*												
ADDITIONAL CREW		JM AP 04 AP 03 AP 02 AP 01								YES	NO	
SIGNATURE*												

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 ** TODAY INJURY STATUS ALL EMPLOYEES MUST CHOOSE YES OR NO EVERYDAY AND INITIAL NEXT TO CHOSIQ, IF "YES" USE REVERSE SIDE FOR DETAILED EXPLANATION.
 *** CUSTOMER SIGNATURE BY SIGNING YOU ARE CONFIRMING YOU ARE AN AUTHORIZED EMPLOYEE OF THE COMPANY TO SIGN HAVE REVERSED AGREE WITH WHAT IS DOCUMENTED ON THIS TIME/PRODUCTION SHEET ALONG WITH TERMS AND CONDITIONS ON BACK.

CUSTOMER SIGNATURE***
 FOREMAN SIGNATURE HERE

The crew worked 4 hours at the second job. In order to record that time, they must enter 2 hours of regular time (for a total of 8 hours regular time between the two jobs) and enter 2 hours of overtime since they worked more than 8 hours that day.

WBE PERSONNEL ON SITE		CLASSIFICATION	HOURS							TODAY INJURY STATUS**	INITIAL	
			TC-REG REGULAR TIME	N/A PASSENGER TIME	TC-OT REG TIME	TC-OT OVERTIME TIME	TC-DBL DOUBLE TIME	TC-DMR MISSED MEAL	OVERSHT \$24 HR DDB			
CREW LEAD	JOHN DOE	JM AP 04 AP 03 AP 02 AP 01			2	2				YES	NO	JD
SIGNATURE*	<i>JOHN DOE</i>											
ADDITIONAL CREW	JANE SMITH	JM AP 04 AP 03 AP 02 AP 01			2	2				YES	NO	JS
SIGNATURE*	<i>JANE SMITH</i>											
ADDITIONAL CREW		JM AP 04 AP 03 AP 02 AP 01								YES	NO	
SIGNATURE*												
ADDITIONAL CREW		JM AP 04 AP 03 AP 02 AP 01								YES	NO	
SIGNATURE*												
ADDITIONAL CREW		JM AP 04 AP 03 AP 02 AP 01								YES	NO	
SIGNATURE*												

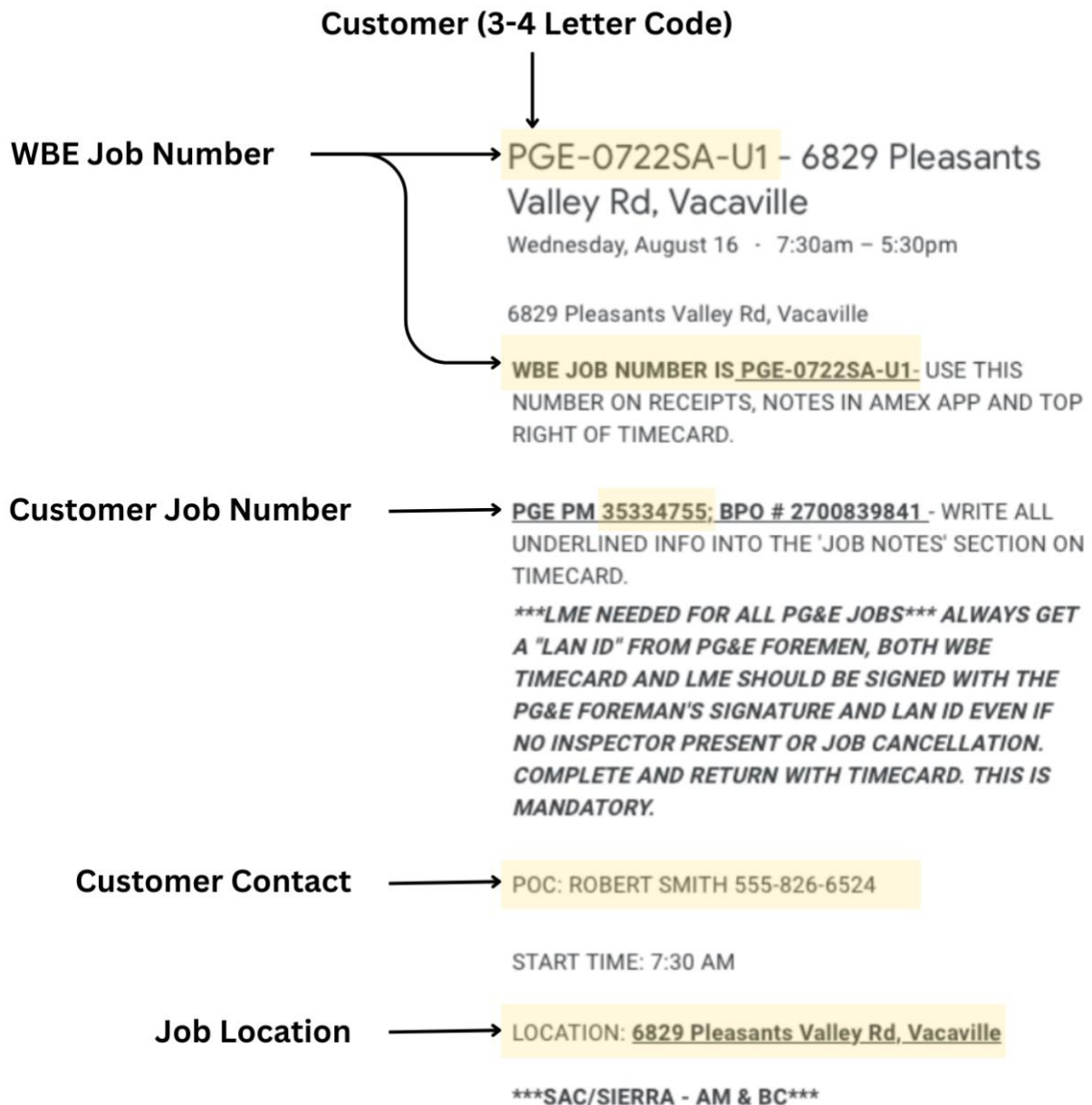
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CUSTOMER SIGNATURE***
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HOW TO COMPLETE A TIMECARD

Example Job Tag





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Example Timecard

Section 1



DATE	08/16	/2023
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CUSTOMER JOB NUMBER	35334755	
WBE TRUCK NUMBER	41	
WBE TOW BEHIND NUMBER	AB-1021	
ADDITIONAL (TRUCK, TOW BEHIND, ECT.)	N/A	

Section 2

CUSTOMER	CUSTOMER CONTACT	PHONE NUMBER
PGE	ROB SMITH	555 828-6524
JOB LOCATION		
STREET ADDRESS	CITY	COUNTY
6829 PLEASANTS VALLEY RD	VACAVILLE	SALONO
JOB NOTES		
WBE # PGE-0722SA-U1 PM# 35334755 BPO # 2700839841		

Section 3

SERVICE DESCRIPTION	SHOW UP OUT	JOB SITE ARRIVE	JOB SITE OUT	SHOW UP IN	TRAVEL TIME TOTAL	JOB SITE TOTAL	TOTAL HOURS
TC-01 <small>Includes: 2 Flagmen, 1 PU, 1 Arrowboard, 50 cones, 12 signs, 4 Type II Bantastades, Two way Communication.</small>	6:00 AM	7:00 AM	5:00 PM	6:00 PM	2	10	12
TC-01 SAT <small>Includes: 2 Flagmen, 1 PU, 1 Arrowboard, 50 cones, 12 signs, 4 Type II Bantastades, Two way Communication.</small>	AM	AM	AM	AM			
TC-01 SUN <small>Includes: 2 Flagmen, 1 PU, 1 Arrowboard, 50 cones, 12 signs, 4 Type II Bantastades, Two way Communication.</small>	AM	AM	AM	AM			
TC-01 ADM <small>Includes one additional Flagman</small>	AM	AM	AM	AM			
TC-01 STBY <small>Includes: 2 Flagmen, 1 PU, 1 Arrowboard, 50 cones, 12 signs, 4 Type II Bantastades, Two way Communication.</small>	AM	AM	AM	AM			
TC-01LT <small>Includes: Light Tower - Large, Tow Behind</small>	AM	AM	AM	AM			
MISC	AM	AM	AM	AM			

Section 4

WBE PERSONNEL ON SITE	CLASSIFICATION	HOURS								TODAY INJURY STATUS**	INITIAL					
		TC-01 DRIVE	N/A	TC-02 PARKING	TC-03 TRUCK	TC-04 TRUCK	TC-05 TRUCK	TC-06 TRUCK	TC-07 TRUCK							
CREW LEAD SIGNATURE* <i>JOHN DOE</i>	JM	AP 01	AP 03	AP 02	AP 01						2	8	2	YES	NO	JD
ADDITIONAL CREW SIGNATURE* <i>JANE SMITH</i>	JM	AP 04	AP 03	AP 02	AP 01						2	8	2	YES	NO	JS
ADDITIONAL CREW SIGNATURE*	JM	AP 04	AP 03	AP 02	AP 01									YES	NO	
ADDITIONAL CREW SIGNATURE*	JM	AP 04	AP 03	AP 02	AP 01									YES	NO	
ADDITIONAL CREW SIGNATURE*	JM	AP 04	AP 03	AP 02	AP 01									YES	NO	

* EMPLOYER SIGNATURE
** TODAY INJURY STATUS
*** CUSTOMER SIGNATURE

ALL EMPLOYEES MUST CHECK PRODUCTION TIME SHEET TO VERIFY CORRECT REGULAR HOURS, OVERTIME, LOBBY TIME, DRIVE TIME, BREAKS, MEAL PERIODS AND LABOR CLASS AND ONLY IF CORRECT SIGN.
ALL EMPLOYEES MUST CHECK YES OR NO EVERYDAY AND INITIAL NEXT TO CHECK. IF "YES" USE REVERSE SIDE FOR SET UP/EXPLANATION.
BY SIGNING YOU ARE CONFIRMING YOU ARE AN AUTHORIZED EMPLOYEE OF THE COMPANY TO SIGN. HAVE REQUESTED JOBS WITH WHAT IS SUBMITTED ON THIS TIME PRODUCTION SHEET. SIGNER MUST SIGN AND CONDITIONS ON SHEET.

CUSTOMER SIGNATURE**
FOREMAN SIGNATURE HERE