Time Cards Due By Monday!!!!
Timecards can be faxed to
410-638-0289 or emailed to
vadkins@comerconstruction.com

2100 Slade Lane
Forest Hill, MD 21050
(410) 879-6094

Employee Weekly Time Card

Employee # _____ **Employee Name:** _____ **W/E Date** _____

Job / Foreman	Equip #	M	T	W	TH	F	S	S	Other
		START	START	START	START	START	START	START	
		STOP	STOP	STOP	STOP	STOP	STOP	STOP	
Reason for Absence (see codes below)									
	Totals								

Time Off Codes:

A-No Call/No Show No Pay Unexcused **B**-Late/Left Early No Pay Excused **C**-Late/Left Early No Pay Unexcused **D**-Rainout Called No Pay Excused **F**-Funeral No Pay Excused
G-Off No Pay Unexcused **H**-Off Court No Pay Excused **J**-Suspension No Pay **JURY**-Jury Duty No Pay Excused **K**-Off No Pay Excused **SICK**-Sick Pay **E**- Sick -No Pay **VAC**-Vacation
BERV-Bereavement Pay Excused to follow Company Policy **HOL**- Holiday Pay to follow Company Policy