Index No. PX-6735
Page No. 1 of 1
Issue No. 001

Time Record of Subcontractor's Employee

(Reference MNL-352153)

Total Hours will automatically calculate based on Hours Worked entered for each day. Daily Overtime Hours should be included in Hours Worked daily entries. Total Weekly Overtime Hours should be entered manually in the # Of Overtime Hours Included in Total Hours column.

Subcontractor Name _____ **Basic Ordering Agreement (BOA)/Task Order/Subcontract Number** _____ **Week Beginning** _____

			Mon	Tues	Wed	Thurs	Fri	Sat	Sun		
		Dates Worked →									
EMPLOYEE NAME*	CLASSIFICATION OR TITLE	COMPANY NAME	Hours Worked	Hours Worked	Hours Worked	Hours Worked	Hours Worked	Hours Worked	Hours Worked	TOTAL HOURS	# OF OVERTIME HOURS INCLUDED IN TOTAL HOURS
										0.00	
										0.00	
										0.00	
										0.00	
										0.00	
									TOTAL	0.00	0.00

*In the event that more than five employees are represented, additional pages are used. In this instance, please add page numbers to the bottom of the form (i.e., Page 1 of 2, 2 of 2, etc.)

CERTIFICATION

I, as authorized representative of the Subcontractor, hereby certify that the hours recorded hereinabove, represent actual direct productive labor hours performed under the terms of the Subcontract.

APPROVAL

Signature(s) are not required for multiple pages under one subcontract. Sign once and note the included pages.

Subcontractor's Authorized Representative/Date _____

Authorized Subcontract Technical Representative/Date _____

Org _____

Page _____ **of** _____