DAILY REPORT

REPORTS NEED TO BE TURNED IN DAILY /OR BEFORE THE END OF THE DAY.

Employee Name: _____   Date: _____

Total hours for the day: _____

Task:	Hours:

1. Location: _____
   Explain: _____
 	
   _____	

2. Location: _____
   Explain: _____
 	
   _____	

3. Location: _____
   Explain: _____
 	
   _____	

1. Location: _____
   Explain: _____
 	
   _____	

Daily Time Adjustment

Date:	Change:	Job Code:	In (AM):	Out (PM):	Reason:

Manager Approval: _____   Date: _____