



WEEKLY PROJECT TIME LOG

WEEK ENDING: _____

CONTRACTOR NUMBER: **[[AcctEmployeeId]]** JOB NUMBER: **[[AcctJobId]]**

CONTRACTOR NAME: **[[FirstName]] [[LastName]]**

WORK LOCATION: **[[WorksiteCity]] [[WorksiteState]]**

Day	Description of Work	Start Time	Lunch Start	Lunch End	Stop Time	Regular Hours <small>(Billable)</small>	O.T. Hours
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							

TOTAL HOURS:

CONTRACTOR SIGNATURE [_____]

SUPERVISOR SIGNATURE [_____]

..... **[[ApproverName]]**

The Computer Merchant, Ltd.
95 Longwater Circle
Norwell, MA 02061
Phone: (781) 878-1070 Payroll Fax: (781) 878-2196
E-mail: payroll510@tcml.com
Payroll contact: Chris Bulger x4307

APPROVED TIME LOG (FOR PREVIOUS WEEK) IS DUE TO TCM ON MONDAY BY 5PM EST.