Raas Infotek Monthly time record

Month/Year :

Employee: _____
Employee Phone: _____
Employee E-mail: _____
ID:

Client: _____
Location: _____
Project: _____
Manager: _____
Misc:

Date	Regular Hours	OT Hours	Work Description	Date	Regular Hours	OT Hours	Work Description
1				16			
2				17			
3				18			
4				19			
5				20			
6				21			
7				22			
8				23			
9				24			
10				25			
11				26			
12				27			
13				28			
14				29			
15				30			
				31			
Total							

Grand Monthly Total =

_____   _____
Employee signature   Date

_____   _____
Manager signature/Comments   Date

Email All time cards to **ts@raasinfotek.com**