Production time card

PREPARED WITH SASK FILM SAFETY · SASKFILMSAFETY.CA

TIME CARD

CALL · MEALS · WRAP · AGREED PAY TERMS

CREW MEMBER | **CLASSIFICATION / DEPARTMENT** | **UNION LOCAL** | **CONTRACT / AGREEMENT** | **LOAN-OUT COMPANY**

PRODUCTION | **PRODUCTION COMPANY** | **PAYROLL COMPANY** | **JOB / PRODUCTION NUMBER**

WORK LOCATION / POSTAL CODE | **PHONE / EMAIL** | **WEEK ENDING**

DAILY RECORD

WEEK ENDING: _____

Date	Location Account code	Call	Meal 1 out - in	Meal 2 out - in	Wrap	Paid hrs	ST hrs	OT hrs	DT hrs	Travel hrs	Rate	Base pay	Meal pen. CAD	Other add. CAD	Day total CAD

+1 = wraps the following day · * = paid hours entered manually · † = extra hours estimated from the terms entered · ST / OT / DT / travel hours are recorded as entered.

ALLOWANCES & EXPENSES

Mileage	Per diem	Kit / box rental	Car allowance	Reimbursements	Advance received	Other
_____	_____	_____	_____	_____	_____	_____

WEEK TOTALS · BEFORE DEDUCTIONS

Recorded paid hours	**Base wages**	**Extra-hours pay**	**Meal penalties**
~~**Other day additions**~~	~~**Allowances / expenses**~~	~~**Advance received**~~	~~**Estimated balance**~~
_____	_____	_____	_____

WORKER SIGNATURE

PRODUCTION APPROVAL / DATE

A personal time record. Check entered terms and amounts against your agreement and payroll instructions.