



PICTURE THIS
PRODUCTION SERVICES
& Stage

PTPS Time Card

Version: July 2022

TIMECARDS MUST BE SUBMITTED WITHIN 48HRS OF JOB OR TIME OF CHECK RECEIVED COULD BE AFFECTED

Job # _____

Job Name _____

Producer/Supervisor _____

Position _____

Name: _____

Phone # _____

Rate \$ _____ leave blank if unknown

Date	Call	Wrap	Lunch	Reg. Hours	1.5 x OT Hours	2.0 x OT Hours	Rate	TOTAL \$
Total Hours Worked Including Overtime:							Total Payroll:	

DO NOT add labor and expenses - they are separate!

Expenses	Kit Fee		
Mileage: 62.5¢ (Over 25 Miles from City Hall)			
Reimbursements (Parking, etc.)			

Signatures

Employee _____ **Supervisor** _____

PAYROLL DATE

Please be mindful of your time while on set/location/stage. Before going past your half-day, past your lunch break or going into overtime, approach your lead crew member and let them know. If you are the appointed crew lead let the client know that the crew is moving past their scheduled time and penalties may apply. If you are working solo please approach your client contact.