



PTPS Time Card

Version: Jan. 2025

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

Job # _____

Job Name _____

Producer/Supervisor _____

Name: _____ Position _____

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 combine labor and expenses, please list separately.

Expenses (Attach Receipts to Time Card)	
Kit Fee	
Federal Mileage \$0.70 (Over 25 Miles from City Hall)	
Reimbursements (Parking, Hotel etc.)	

Signatures:

Employee

Supervisor

PAYROLL DATE

Please be mindful of your time while on set or location. Before going past your half-day, lunch break or overtime point, inform your lead crew member. If you are the appointed crew lead, or working solo, please tell the client of upcoming breaks and/or work periods.