Sample Work Records

Employer Information
Name of Company: _____ Address: _____ City: _____ Zip: _____

Name of supervisor: _____ Phone number: _____

Pager: _____

Job Description: _____

License Plate No. and type of vehicle: _____ Address where work was performed: _____

City: _____ Zip: _____

Employee name: _____

Date	Time In	Time Out	Pay Rate	Actual Payment	Tips

RECORD KEEPING STRATEGIES!

- Keep any business cards or letterhead with your employer's contact information.
- If you are working as a day laborer or construction worker, record the license plate number of the contractor.
- Keep any payroll stubs or receipts you get from your employer.
- Share this sample form with friends and co-workers.

Make copies of all of this form for your own records.