

# RDL ENERGY SERVICES, L.P.

<b>TRADE:</b>	<b>CLIENT:</b>	<b>JOB #:</b>	<b>PO #:</b>
<b>DISCIPLINE:</b>	<b>LOCATION:</b>	<b>JOB DESCRIPTION:</b>	

EMPLOYEE NAME & #	Day	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	S/T	O/T	Comments
	Date								Total	Total	
ST											
OT											
YARD/SHOP JOB											
ONSHORE JOB											
OFFSHORE JOB											

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_ Manager: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: If on day rate please put one for each day worked!!!!**

**FAX TIME SHEET BY NOON ON MONDAYS TO# 281-585-8335**

**RDL OFFICE PHONE # 281-585-8333**

## DO NOT WRITE IN GRAY AREA - FOR RDL INTERNAL USE ONLY

<b>Pay Information</b>	<b>Hours/Days</b>	<b>Billing Info</b>
ST Hourly Rate: X		Co. Code:
OT Hourly Rate: X		Hourly ST Rate:
Daily Rate: X		Hourly OT Rate:
Per Diem Rate: X =		Daily Rate:
Mileage Rate: X =		Mileage Rate:
Reimbursement:		Credit to Co:
Deductions:		Deductions to Co:

Mailing Instructions for Employee Check if Different than address on W-4:

Reg Mail       Fed-Ex include Phone #