



Corporate Office

1180 Canyon Creek Rd., Redding, CA 96001

Phone: 310-596-0541

Please Check If:

Non-Union ☐

Union ☐

If Union, Local # _____

Employee Name		Production Co	
Last 4 of your SSN Phone No.		Filming Location	
Classification			
Pay Rate Hourly <input type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/>		Job No.	
		P.O. No.	

* This timecard is based on the 24-hour clock

DAY	DATE	TIME IN	TIME OUT	MEAL BREAK #1		MEAL BREAK #2		TOTAL HOURS	Per Diem Reim.	PRODUCTION COMPANY USE ONLY												
				OUT	IN	OUT	IN			REGULAR			1.5X			2X			3X			
										Hrs.	Rate	AMOUNT	Hrs.	Rate	AMOUNT	Hrs.	Rate	AMOUNT	Hrs.	Rate	AMOUNT	
SUN																						
MON																						
TUE																						
WED																						
THU																						
FRI																						
SAT																						
OTHER NON-TAXABLE REIMBURSEMENTS				MISC. DEDUCTION																		
ITEM		AMOUNT		ITEM		AMOUNT																
		\$				\$		Prod. Mgr.	COMMENTS:												TOTAL AMOUNT	
		\$				\$																
		\$				\$																

I certify that the information contained in this timecard is true and complete to the best of my knowledge. I agree to notify NPI Entertainment Payroll, Inc., within 24 hours of any work related injury by telephone and agree to complete any related claim forms within 48 hours of injury.

Employee Signature

Date

Production Manager Signature

Date

*** **DON'T FORGET TO COMPLETE YOUR W-4** ***

<http://www.irs.gov/pub/irs-pdf/fw4.pdf>