Arc of New Orleans Production/Piece Rate Daily Log Sheet

Staff/Crew [1] Employee Number [2] Date ___ / ___ / ___

Client Code | Attendance _ P _ A

1 Step Code | Hours . | Units

2 Step Code | Hours . | Units

3 Step Code | Hours . | Units

This is an example used in a sheltered workshop with piece rate consumer payroll. The agency must also bill the funding source for vocational services and a "customer" for the work being done. The agency in question also has a form for consumer hourly payroll and non-work hours (such as downtime). Through this one sheet, we could electronically gather the data needed to process consumer payroll and bill the funding source and customer in question. Three functions all in one! Time is gathered by manager of the crew.

Client Code [3] | Attendance _ P _ A [4]

1 Step Code [5] | Hours [6] . | Units [7]

2 Step Code | Hours . | Units

3 Step Code | Hours . | Units

HOW IT WORKS: Sheets are organized by crew leader [1] and day [2]. The leader documents the client code [3], attendance status [4], and the various step (job) completed [5], hours it took [6], and units produced [7]. Note that three steps can be recorded for one client on each entry.

Draft

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Staff Signature

ATTENDANCE: P=Present, A=Absent STEP CODE: See List