

<b>MONTHLY LABOR REPORT</b> <i>(FOR WG EMPLOYEES)</i>	MONTH OF	RECORD ID cc 1-3	REGION NO. cc 4-5	FMC NO. cc 6-7

**INSTRUCTIONS**

THIS FORM IS TO BE USED TO REPORT FMC LABOR HOURS FOR SUPPLEMENTAL SERVICES PERFORMED BY WAGE GRADE EMPLOYEES.

ENTER HOURS TO BE CHARGED TO TIRES COST ACCOUNTS 415, 510, 610, 710 AND 810 IN THE APPROPRIATE PAYROLL COST ACCOUNT (EITHER CAC992 OR CAC993 DEPENDING ON FROM WHICH ACCOUNT THE EMPLOYEE IS PAYROLLED).

ENTER OVERTIME HOURS AT 1 1/2 TIMES ACTUAL HOURS WORKED.

ENTER HOLIDAY HOURS TO EQUAL HOURS REGULARLY WORKED ON NON-HOLIDAYS PLUS HOURS ACTUALLY WORKED.

TIRES COST ACCOUNTS		415	510	610	710	810
CLASS OF LABOR	PAYROLL COST ACCOUNT (a)	MANAGEMENT SERVICES (b)	DRIVER'S SERVICES (c)	SHUTTLE SERVICES (d)	CROSS SERVICE LABOR (e)	MISCELLANEOUS SERVICES LABOR (f)
MECHANICS <i>(Mechanic Foreman, Auto Inspectors, Mechanics and Helpers)</i>	<b>992</b>					
SERVICE STATION AND DRIVER <i>(Servicemen, Drivers, Parking Attendants, etc.)</i>	<b>993</b>					

REMARKS

PREPARED BY *(Signature and Title)*

DATE