

# Daily Labor Report (DLR) Examples

## What you need to know:

Daily Labor Reports (DLRs) are used to show the work completed by employees, the amount of time it required, and a brief description of the labor. It's important to make sure any materials used as part of the work are included in the DLR. It's important to make sure any notes in writing are also entered in the work order and/or associated equipment notes in FAMIS.

### Example #1

DAILY LABOR REPORT					
Cousineau Jeff		14006	091	3/6/20	JRC
Employee Name		Employee #	Crew	Date	Prepared by
Work Order #	Task #	Hrs.	Bldg	Work Description	
3811 9017		2	ETC	7.106B hot	
3811 8076		1	ETC	8.114 CHW	
3811 3911		3	NMS	SAV	
20910008	Crew	.5			
20910004	Break	.5			
20910003	Travel	1			
20910002	Sick				
20910006	Vacation				
20910005	Holiday				
20910007	Training				
20910009	Other				
20910011	Unpaid				
20910012	Paid				
20910013	Admin				
TOTAL HOURS INCLUDING HOUR FROM BACK PAGE		8		Employee's Signature	
TOTAL HOURS FROM BACK PAGE				Supervisor's Signature	

