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 14		4006	091	J 7 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1					
Employee Name	Employee Name Er		Crew	Date Prepared by Checked by					
Work Order#	Task#	Hrs.	Bldg	Work Description					
3811 9017		Z	ETC	7.106B hot					
3811 8076	,,	<u> \ </u>	ETC	8.114 CHW					
3811 3911		3	NMS	SAV					
20910008	Crev	y .5							
20910004	Breal	(,5							
20910003	Trave	1							
20910002	Sic	k							
20910006	Vacatio	า							
20910005	Holida	у							
20910007	Trainin	9							
20910009	Othe	or [
20910011	Unpai	d							
20910012	Pai	d		BN.C.					
20910013	Admi	n							
TOTAL HOURS INCLUDING HOUR FROM BACK PAGE				Employee's Signature					
TOTAL HOURS FROM BACK PAGE		E		Supervisor's Signature					

Daily Labor Report (DLR) Examples



Example #2

DAILY LABOR REPORT continuation of front page &/or for authorized overtime work order numbers

Light on Medical	101	F.	091	2 2 2		
Harrison Wesley 14881 Employee Name Employee #			Crew	3 17/20 WH. Date Prepared by	Checked by	
			Bldg	Work Description	!	
Work Order #	Task#	Hrs.			**************************************	
58829804		4,5	(35B	Sliding dool		
38120143						
					·	
20910099	On-Call					
20910008	Crew			J. L		
20910004	Break					
20910003	Travel					
20910009	Other			<u> </u>		
20910007	Training					
20910013	Admin					
TOTAL HOURS 4,5			Pay Options:	Check One Below:		
[]]			Receive Compensatory Hours:			
				Receive Pay:		
			Note: by th	Note: Compensatory Hours received but not taken by the end of each month will be converted to pay.		
Q M						
Employee's Signature			Supervisor's Signature			