Sample Cleaning Co.

1400 Industrial Pkwy
Springfield, TN 37172
(615) 555-0142
office@samplecleaning.example
samplecleaning.example
License Insured (sample)

Timecard

Ana Ruiz · Week of Nov 15, 2026 to Nov 21, 2026 · Approved Nov 23, 2026 9:30 AM

Day by day

Day	Job	Start	Stop	Type	Hours	Overtime
Sun Nov 15	No time					
Mon Nov 16	J-0017 Jen and Paul Kim	8:00 AM	8:45 AM	Travel	0.75	
	J-0017 Jen and Paul Kim	8:45 AM	3:30 PM	Work	6.75	
	J-0017 Jen and Paul Kim	3:30 PM	4:20 PM	Travel	0.83	
Tue Nov 17	No time					
Wed Nov 18	No time					
Thu Nov 19	No time					
Fri Nov 20	J-0028 Harbor Property Management	6:00 AM	6:45 AM	Travel	0.75	
	J-0028 Harbor Property Management	6:45 AM	1:30 PM	Work	6.75	
	J-0028 Harbor Property Management	1:30 PM	2:20 PM	Travel	0.83	
Sat Nov 21	No time					

Pay

Pay type	Hours	Rate	Amount
Regular	13.50	$17.50	$236.25
Travel	3.17	$17.50	$55.42
Total (16.67 hours, 0.00 overtime)			**$291.67**

Employee signature and date

Approved by: Chris Bell