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 22, 2026 to Nov 28, 2026 · Not submitted

Day by day

Day	Job	Start	Stop	Type	Hours	Overtime
Sun Nov 22	No time					
Mon Nov 23	J-0002 Harbor Property Management	8:00 AM	8:45 AM	Travel	0.75	
	J-0020 Jen and Paul Kim	8:00 AM	8:45 AM	Travel	0.75	
	J-0020 Jen and Paul Kim	8:45 AM	3:30 PM	Work	6.75	
	J-0002 Harbor Property Management	8:45 AM	3:30 PM	Work	6.75	
	J-0002 Harbor Property Management	3:30 PM	4:20 PM	Travel	0.83	
	J-0020 Jen and Paul Kim	3:30 PM	4:20 PM	Travel	0.83	
Tue Nov 24	No time					
Wed Nov 25	No time					
Thu Nov 26	No time					
Fri Nov 27	No time					
Sat Nov 28	J-0004 Ray and Ellen Dalton	7:10 AM	7:45 AM	Travel	0.58	

Pay

Pay type	Hours	Rate	Amount
Regular	13.50	$17.50	$236.25
Travel	3.75	$17.50	$65.63
Total (17.25 hours, 0.00 overtime)			**$301.88**

Employee signature and date

Approved by