# Sample Cleaning Co.

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

# Timecard

**Maria Torres** · 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 | No time | | | | | |
| Tue Nov 17 | J-0001 Ridgeline Homes | 7:00 AM | 7:45 AM | Travel | 0.75 | |
| | J-0001 Ridgeline Homes | 7:45 AM | 2:30 PM | Work | 6.75 | |
| | J-0001 Ridgeline Homes | 2:30 PM | 3:20 PM | Travel | 0.83 | |
| Wed Nov 18 | No time | | | | | |
| Thu Nov 19 | J-0027 Ridgeline Homes | 6:00 AM | 6:45 AM | Travel | 0.75 | |
| | J-0027 Ridgeline Homes | 6:45 AM | 1:30 PM | Work | 6.75 | |
| | J-0027 Ridgeline Homes | 1:30 PM | 2:20 PM | Travel | 0.83 | |
| 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 | 20.25 | $22.00 | $445.50 |
| Travel | 4.75 | $22.00 | $104.50 |
| **Total (25.00 hours, 0.00 overtime)** | | | **$550.00** |

Employee signature and date

Approved by: Chris Bell