# Sample Cleaning Co.

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

# Timecard

**Luis Ortega** · 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-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 | |
| Tue Nov 24 | No time | | | | | |
| Wed Nov 25 | J-0022 Summit Law Group | 5:00 PM | 5:45 PM | Travel | 0.75 | |
| | J-0022 Summit Law Group | 5:45 PM | 12:30 AM | Work | 6.75 | |
| | J-0011 Northside Family Clinic | 7:00 PM | 7:45 PM | Travel | 0.75 | |
| | J-0011 Northside Family Clinic | 7:45 PM | 12:00 AM | Work | 4.25 | |
| Thu Nov 26 | J-0011 Northside Family Clinic | 12:00 AM | 12:50 AM | Travel | 0.83 | |
| | J-0022 Summit Law Group | 12:30 AM | 1:20 AM | Travel | 0.83 | |
| Fri Nov 27 | No time | | | | | |
| Sat Nov 28 | No time | | | | | |

## Pay

| Pay type | Hours | Rate | Amount |
|---|---|---|---|
| Regular | 17.75 | $23.00 | $408.25 |
| Travel | 4.75 | $23.00 | $109.25 |
| **Total (22.50 hours, 0.00 overtime)** | | | **$517.50** |

Employee signature and date

Approved by