

EMPLOYEE TIMESHEET and MILEAGE FORMS

Digital – Fillable Forms

Preview with Sample Data

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TIME SHEET

For Overtime Calculated Daily



TIME SHEET

Worker: Chris Fredrickson			Week Ending: 10/15/21		
Supervisor/Lead: Susie Henderson					
Date	Start Time	Finish Time	Total Regular	Total Overtime	TOTAL HOURS
10/11/21	07:30	2:45	7.25		7.25
10/12/21	07:15	03:30	8.00	0.25	8.25
10/13/21	07:45	04:50	8.00	1.10	9.10
10/14/21	07:30	02:15	6.75		6.75
10/15/21	07:45	04:45	8.00	1.00	9.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
TOTALS			38.00	2.35	40.35
Optional Field to enter anything needed					
Authorized Signature: Joe Doe		Title: Owner		Date: 10/16/21	

MY CLEANING BUSINESS, LLC
 899 Superior Bl. Sacramento, CA 96410 - 916-999-9999
 office@mycleaningbusiness.com - www.MyCleaningBusiness.com

TIME SHEET

For Overtime Calculated Weekly



TIME SHEET

Worker: Chris Ferguson		Week Ending: 10/29/21	
Supervisor/Lead: Sarah Howard			
Date	Start Time	Finish Time	Total Hours
10/25/21	07:30	05:30	10.00
10/26/21	08:15	02:00	5.75
10/27/21	07:30	02:45	7.25
10/28/21	07:30	05:20	9.75
10/29/21	07:15	04:25	9.25
TOTAL HOURS			42.00
TOTAL REGULAR			40.00
TOTAL OVERTIME			2.00
Authorized Signature		Title	Date
Sarah Howard		Team Lead	10/29/21

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MILEAGE RECORD



MILEAGE RECORD

Worker: Chris Ferguson		Week Ending: 10/22/21		
Date	Customer Addresses Served	ODOMETER		TOTAL
		Start	End	
10/18/21	123 Main St. Sacramento 495 Tree St. Citrus Heights 7295 Biltmore Bl. Sacramento	68,249	68,279	30
10/19/21	715 Second St. Rocklin 6992 Running Road Rocklin 4312 Wisconsin Rd. Roseville	68,289	68,329	40
10/20/21	9119 Holland Bl. Sacramento 3003 Lemon Rd. Citrus Heights	68,341	68,360	19
10/21/21	149 Ray Road Roseville	68,371	68,389	18
10/22/21	444 Rearand Bl. Sacramento 732 Rural Rd. Sacramento 421 Main St. Sacramento	68,392	68,402	10
				0
				0
Notes:		TOTAL MILES:		117
Deep clean on 10/21/21		Rate per Mile:		0.56
		AMOUNT OWED:		65.52
Worker Signature: Chris Ferguson		Authorized Signature: Sue Hanson		Date: 10/23/21

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