Sandra’s Nursing Services L.L.C.

21106 Tall Cedar Way

 Germantown, MD 20876

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Time Record

 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pay Period\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Day** | **Date** | **Time In** | **Time Out** | **Total** |  | **Day** | **Date** | **Time In** | **Time Out** | **Total** |
| Thursday |  |  |  |  |  | Thursday |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Friday |  |  |  |  |  | Friday |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Saturday |  |  |  |  |  | Saturday |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Sunday |  |  |  |  |  | Sunday |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Monday |  |  |  |  |  | Monday |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Tuesday |  |  |  |  |  | Tuesday |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Wednesday |  |  |  |  |  | Wednesday |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  | Subtotal | Week 1 |  |  |  |  | Subtotal  | Week 2 |  |
|  |  |  |  | Total Hours | = |  |  |  |  |  |
|  |  |  |  | Hourly Rate | = |  |  |  |  |  |
|  |  |  |  | Total Pay | = |  |  |  |  |  |

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

 Manager’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_