

# Angel House Time Sheet

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

Week of: \_\_\_\_\_

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Days In:							
Days Out:							
Overnight In:							
Overnight Out:							
*Hours off							

Comments:

Total hours:

Office Use Only	*daily salary including Meals / ____Hours=	Gross Total Earned:	Effective hourly Rate:
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Week of: \_\_\_\_\_

Days In:							
Days Out:							
Overnight In:							
Overnight Out:							
*Hours off							

Comments:

Total hours:

Office use Only	*daily salary including Meals / ____Hours=	Gross Total Earned:	Effective Hourly Rate
			Net Earned This Pay Period:

Staff Signature: \_\_\_\_\_

Manager Signature \_\_\_\_\_

\*The Net Paid is after deducting for personal time & meals. Please record **Actual** time, not the "shift" hours.  
 Example: arriving at 7:45 or 8:05, you would record that Time, not 7:30. Or, leaving at 7. Do Not record 7:30. This time should match the arriving, and leaving time phone call to the office.  
 For those leaving during work hours & returning during work hours, we usually pay Daily Rate. You need to Record the the 'Hours Off' that were realistically off.