

WEEKLY TIMESHEET (For use with SnapCare mobile app)

Employee name:	Facility:		Unit number:				
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Date <i>E.g: 9/23/2022</i>							
Clock-in <i>E.g: 7am</i>							
Meal 1 Start <i>E.g: 11:00 AM</i>							
Meal 1 End <i>E.g: 11:30 AM</i>							
Meal 2 Start <i>E.g: NA</i>							
Meal 2 End <i>E.g: NA</i>							
Clock-out <i>E.g: 4:00 PM</i>							
Hours Worked <i>E.g: 8.5 hours</i>							
Manager Sign <i>E.g: JSmith</i>							
Manager Name <i>E.g: Jane Smith</i>							
Manager Unit <i>E.g: Unit 234</i>							

Comments may be entered directly into the mobile app at clock-out or time sheet upload

PLEASE READ THE BELOW PARAGRAPHS PRIOR TO SIGNING

I hereby affirm that the hours shown in this timecard were worked by me as stated and that the information I provided is truthful and accurate.

Employee Signature: _____