

Pelosi Medical Center

Employee Schedule and Sign-in Sheet

Week of _____, 202__

		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Subtotal Hrs	Less Lunch	Total Hrs	Reason for OT
		/	/	/	/	/	/	/				
Cornejo, Melanie	S		9:00a - 5:30p	9:00a - 5:30p	9:00a - 5:30p	9:00a - 5:30p	9:00a - 5:30p	Form				
	A	--	--	--	--	--	--	--				
	S/VA											
	T											
Covello, Donna	S		9:00a - 5:30p	9:00a - 5:30p	9:00a - 5:30p	9:00a - 5:30p	9:00a - 5:30p					
	A	--	--	--	--	--	--	--				
	S/VA											
	T											
Molina, Cindy	S		9:00a - 5:30p	9:00a - 5:30p	9:00a - 5:30p	9:00a - 5:30p	9:00a - 5:30p					
	A	--	--	--	--	--	--	--				
	S/VA											
	T											
Nunez, Mary	S		9:00a - 5:30p	9:00a - 5:30p	9:00a - 5:30p	9:00a - 5:30p	9:00a - 5:30p					
	A	--	--	--	--	--	--	--				
	S/VA											
	T											
	S											
	A	--	--	--	--	--	--	--				
	S/VA											
	T											
	S											
	A	--	--	--	--	--	--	--				
	S/VA											
	T											

S = scheduled hours A = actual hours T = total hours worked

PLEASE NOTE:

- Employees working 5 hours or more on a given day are required to take a 30-minute non-paid lunch period.
- Enter the time you arrive at work and the time you leave work in row labeled "A" (actual).
- Indicate if sick time (SI) or vacation time (VA) was used on any given day.