Pay Period PAY DATE: Begins: Ends: \_\_\_\_\_\_\_

 Employee: Supervisor:

**TURN IN THIS “RECAP” SHEET TO ACCOUNGING EACH MONDAY BY 9:00 A.M.**

|  |  |  |  |
| --- | --- | --- | --- |
| **DAY****OF****WEEK** | **DATE/YEAR** | **Detail of Activity (such as the name of staff that have called and txt, name of IR that was filed and if covering a shift I need the time frame and house that you worked)** | **TOTAL****HOURS** |
| SATURDAY |  |  |  |
| SUNDAY |  |  |  |
| **TOTALS** |  |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Employee Signature Date Signed Immediate Supervisor Signature Date Signed*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director or CEO (if applicable  *Date Signed*