

SERVICE COMPANY EMPLOYEE WEEKLY TIME REPORT  
RITZ CARLTON GOLF RESORT NAPLES

PAY PERIOD: 12/31/2018 THRU: 1/6/19 DEPARTMENT: Housekeeping and laundry

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
DATE	31-Dec	1-Jan	2-Jan	3-Jan	4-Jan	5-Jan	6-Jan
EMPLOYEE NAME							
Marie Jacquet	IN 9:00 ✓ OUT 12:00	IN 9:00 ✓ OUT 12:00	IN 8:00 ✓ OUT 12:00	IN OUT	IN 8:00 ✓ OUT 12:00	IN OUT	IN 8:00 ✓ OUT 12:00
HSK hours total	IN 12:30 OUT 12:30	IN 12:30 OUT 12:30	IN 12:30 OUT 12:30	IN OUT	IN 12:30 OUT 12:30	IN OUT	IN 12:30 OUT 12:30
Week Totals	OUT 17:30 TOTAL: 8.00	OUT 17:30 TOTAL: 8.00	OUT 18:13 TOTAL: 9.43	OUT TOTAL: 0.00	OUT 17:28 TOTAL: 8.58	OUT TOTAL: 0.00	OUT 17:20 TOTAL: 8.50
42.51			9.72		8.47		8.83
Merat Meralien	IN 6:55 ✓ OUT 12:00	IN 6:55 ✓ OUT 12:00	IN 6:55 ✓ OUT 12:00	IN OUT	IN OUT	OFF OUT	IN 8:00 ✓ OUT 12:00
laundry hours total	IN 12:30 OUT 15:00	IN 12:30 OUT 15:00	IN 12:30 OUT 15:00	IN OUT	IN OUT	IN OUT	IN 12:30 OUT 17:20
Week Totals	TOTAL: 8.40	TOTAL: 8.40	TOTAL: 8.40	TOTAL: 0.00	TOTAL: 0.00	TOTAL: 0.00	TOTAL: 8.50
32.80	7.58	7.58	7.58				8.83
Jean Sene Charles	IN 11:00 ✓ OUT 15:00	IN 14:45 ✓ OUT 19:00	IN 14:45 ✓ OUT 19:00	IN OUT	IN OUT	IN 7:00 ✓ OUT 12:00	IN 13:00 ✓ OUT 17:30
HSK hours total	IN 15:30 OUT 1:30pm	IN 19:30 OUT 23:30	IN 19:30 OUT 23:30	IN OUT	IN OUT	IN 12:30 OUT 15:30	IN 18:00 OUT 21:30
Week Totals	TOTAL: 14.00	TOTAL: 8.15	TOTAL: 8.15	TOTAL: 0.00	TOTAL: 0.00	TOTAL: 8.00	TOTAL: 8.00
46.30		8.25	8.25				10