

# Steward's Daily Worksheet

Job Name: \_\_\_\_\_  
 Day: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Steward: \_\_\_\_\_



Start Date: \_\_\_\_\_  
 End Date: \_\_\_\_\_  
 Payroll Date(Checks Issued) \_\_\_\_\_  
 Contract \_\_\_\_\_

| # | Name (PRINT)         | Start Time | Position | Rate | HOURS |     |     |     |    |     |     |    |    |    | Call Back | Sign Out |      |  |  |
|---|----------------------|------------|----------|------|-------|-----|-----|-----|----|-----|-----|----|----|----|-----------|----------|------|--|--|
|   |                      |            |          |      | In    | Out | In  | Out | In | Out | Reg | OT | DT | MP |           |          | Show |  |  |
| # | Name                 |            |          |      | In    |     | Out |     | In |     | Out |    |    |    |           |          |      |  |  |
|   | Last 4 digits of SS# | cell phone |          |      |       |     |     |     |    |     |     |    |    |    |           |          |      |  |  |
| # | Name                 |            |          |      | In    |     | Out |     | In |     | Out |    |    |    |           |          |      |  |  |
|   | Last 4 digits of SS# | cell phone |          |      |       |     |     |     |    |     |     |    |    |    |           |          |      |  |  |
| # | Name                 |            |          |      | In    |     | Out |     | In |     | Out |    |    |    |           |          |      |  |  |
|   | Last 4 digits of SS# | cell phone |          |      |       |     |     |     |    |     |     |    |    |    |           |          |      |  |  |
| # | Name                 |            |          |      | In    |     | Out |     | In |     | Out |    |    |    |           |          |      |  |  |
|   | Last 4 digits of SS# | cell phone |          |      |       |     |     |     |    |     |     |    |    |    |           |          |      |  |  |
| # | Name                 |            |          |      | In    |     | Out |     | In |     | Out |    |    |    |           |          |      |  |  |
|   | Last 4 digits of SS# | cell phone |          |      |       |     |     |     |    |     |     |    |    |    |           |          |      |  |  |
| # | Name                 |            |          |      | In    |     | Out |     | In |     | Out |    |    |    |           |          |      |  |  |
|   | Last 4 digits of SS# | cell phone |          |      |       |     |     |     |    |     |     |    |    |    |           |          |      |  |  |
| # | Name                 |            |          |      | In    |     | Out |     | In |     | Out |    |    |    |           |          |      |  |  |
|   | Last 4 digits of SS# | cell phone |          |      |       |     |     |     |    |     |     |    |    |    |           |          |      |  |  |
| # | Name                 |            |          |      | In    |     | Out |     | In |     | Out |    |    |    |           |          |      |  |  |
|   | Last 4 digits of SS# | cell phone |          |      |       |     |     |     |    |     |     |    |    |    |           |          |      |  |  |