LOBBY & LEDGER

Weekly Hours Log

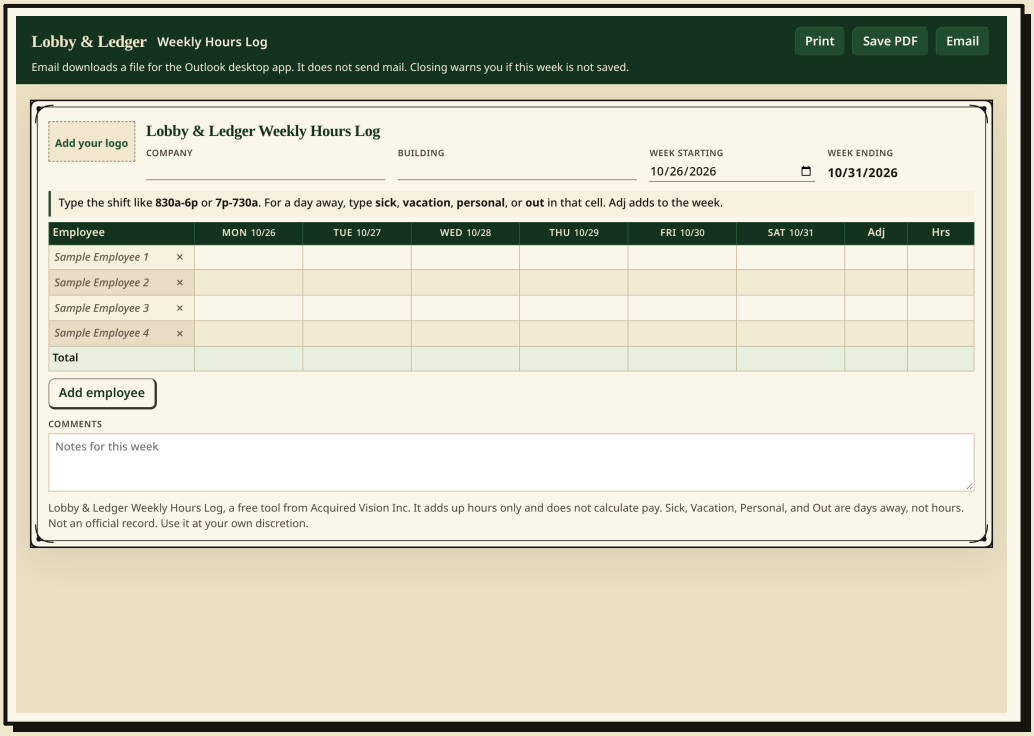
Product guide

Tools for building operators.

October 28, 2026 · **Free** · For building supers and property managers

The Weekly Hours Log is a free, one-page timesheet that opens in your web browser. Type each person's shift for Monday to Saturday, and it adds up the hours for each day and for the whole week. When the week is done, print it, save it as a PDF, or make an email file for Outlook with the PDF already attached.

For tracking hours only. Not payroll software. It adds up hours. That's all it does with the numbers. The sheet itself says it is not an official record, so use it at your own discretion.



The Weekly Hours Log as it opens: the green top bar with Print, Save PDF and Email, then the sheet with four blank rows ready for names.

All screenshots use made-up example data: **Example Property Co.**, **100 Example Street**, and people called Sample Super, Sample Porter, Sample Helper and Sample Porter 2. The logo is made up too.

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1. The screen at a glance

Everything is on one screen. From the top down:

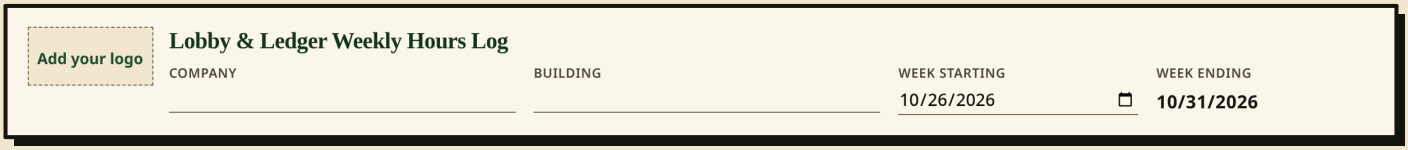
PART	WHAT IT'S FOR
Top bar	**Print**, **Save PDF** and **Email**. Messages from the app show here too, like "PDF saved" or a hint when a shift can't be read.
Logo box	**Add your logo** puts your company logo on the sheet. **Remove logo** takes it off.
Company, Building	Type the company name and the building address.
Week starting, Week ending	Pick any day. The week snaps to Monday, and Week ending fills in with that Saturday.
Hint line	A reminder of how to type a shift and the days away.
The grid	One row per person. Columns for Monday to Saturday (with dates), **Adj**, **Hrs**, and Sick, Vac, Pers and Out once a day away is used. A **Total** row sits at the bottom.
Add employee	Adds another row, up to 40 people.
Comments	A box for notes about the week (up to 600 characters).
Sheet note	A short line at the bottom of the sheet that says what the tool is and isn't.

What you need

- A computer with a web browser. Open the **Weekly-Hours-Log.html** file and you're ready. It's one file, and the PDF maker is built in.
- For **Email**: the Outlook desktop app. Outlook on the web won't open the file it makes.
- Nothing to install, and no account to sign up for.

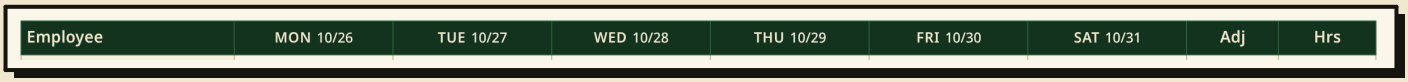
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2. Company, building and week



The top of the sheet before anything is typed. The week starts on the current week's Monday.

- **Company** and **Building**: type them in. They print at the top of the report next to the logo.
- **Week starting**: click the date and pick any day of the week you want. The sheet snaps it to that week's **Monday**. Picking Wednesday, October 28, 2026 gives a week starting Monday, October 26. Picking a Sunday gives the Monday before it.
- **Week ending** fills in by itself with the **Saturday** of that week. You can't type in it.
- The column headings change to match: MON 10/26 through SAT 10/31. There's no Sunday column.



The day headings after the week was set to October 26, 2026: Monday to Saturday, each with its date.

When the sheet opens it always starts on the current week, with blank names. The names you see in gray (Sample Employee 1, 2, 3, 4) are just hints in empty boxes. They don't print.

3. Add your logo

Click **Add your logo** in the box at the top left and pick a picture file from your computer. It shows on the sheet right away and prints at the top left of the report.



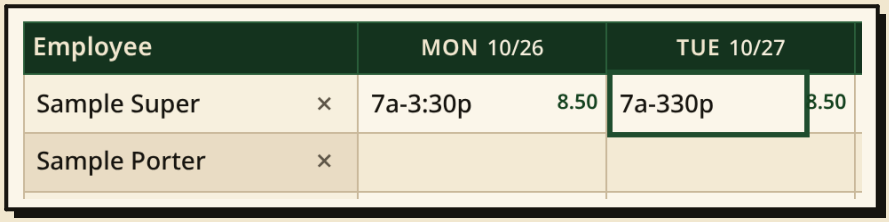
Company, Building and the week filled in, with the example logo added. Remove logo sits under the picture.

- Use a picture file (PNG or JPG work well). If you pick something else, the top bar says **"Choose an image file."**
- Keep it under about 900 KB. A bigger file gets **"Logo is too large. Use a smaller image."**
- **Remove logo** takes it off the sheet.
- A short, wide logo fits best. It stays inside its box on screen and on the printed report.
- The logo isn't remembered. Add it again each time you open the sheet.

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4. Type the shifts

Each day cell takes the whole shift, start and end together, like **830a-6p**. There aren't separate In and Out boxes. As you type, the hours show in small green numbers in the corner of the cell. When you leave the cell, the app tidies up what you typed.



Monday after leaving the cell: 7a-330p became 7a-3:30p. Tuesday is still being typed, and the 8.50 hours already show.

Ways to type a shift

YOU TYPE	IT READS	HOURS
830a-6p	8:30 AM to 6:00 PM	9.50
8:30a-6p	8:30 AM to 6:00 PM	9.50
7a-330p	7:00 AM to 3:30 PM	8.50
7a-330	7:00 AM to 3:30 PM (a missing a or p is worked out from the start)	8.50
8-4	8:00 AM to 4:00 PM (no a or p at all)	8.00
0700-1530	7:00 AM to 3:30 PM (24-hour time)	8.50
9am to 5pm	9:00 AM to 5:00 PM (“to” works in place of the dash)	8.00
11p-7a	11:00 PM to 7:00 AM the next morning	8.00

- Hours show with two decimals: a half hour is .50 and 15 minutes is .25.
- Spaces don't matter, and capital letters don't matter.
- To clear a day, delete what's in the cell.

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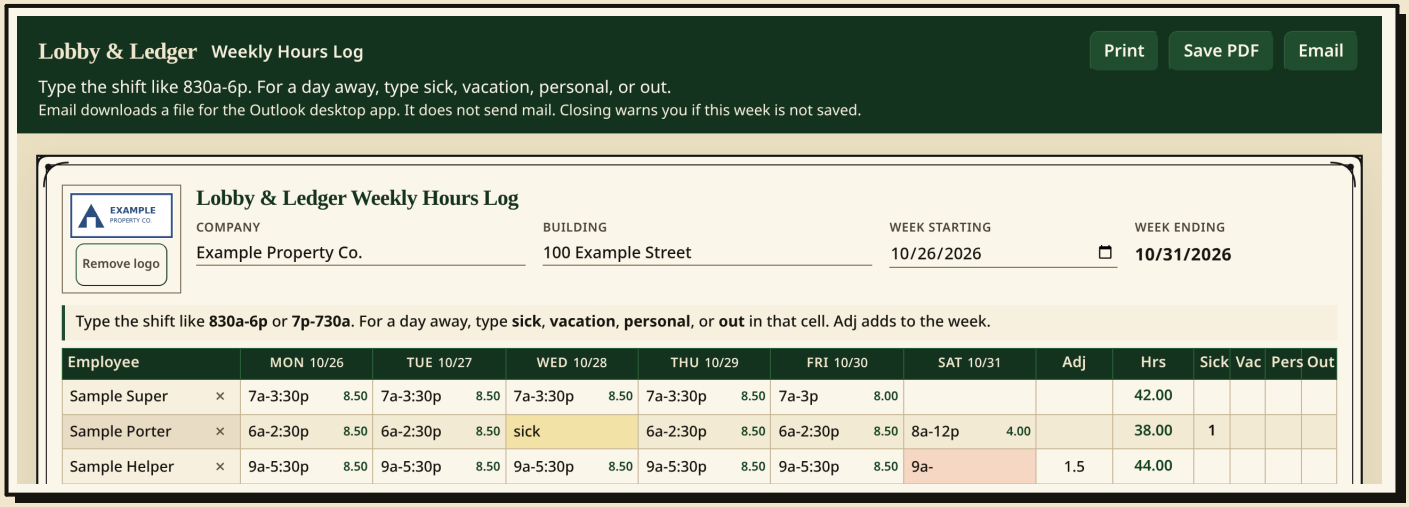
5. Night shifts and typos

Night shifts

A shift that ends after midnight goes in the day it **starts**. Type **11p-7a** on Monday and Monday gets 8.00 hours. Sample Porter 2 below works Monday to Thursday nights that way.

When a shift can't be read

If the app can't make sense of a cell, it turns the cell **pink**, leaves it out of the totals, and shows a hint in the top bar: **"Type the shift like 830a-6p. For a day away, type sick, vacation, personal, or out."** Fix the cell and the hint goes away.



Sample Helper's Saturday reads "9a-" with no end time. The cell turns pink, the top bar shows the hint, and Sample Helper's Hrs stays at 44.00.

- Common causes: a missing end time, a time that doesn't exist (like 13p or 9:75a), or two dashes.
- A start and end that are the same (like 9a-9a) counts as nothing.
- **Watch the a and p.** The hint line on the sheet shows **7p-730a**: 7 at night to 7:30 in the morning, which is 12.50 hours. Typing **7p-730p** by mistake reads as 7:00 PM to 7:30 PM, only 0.50 hours.

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6. Totals, days away and Adj

The totals keep up as you type. Nothing to press.

Employee	MON 10/26	TUE 10/27	WED 10/28	THU 10/29	FRI 10/30	SAT 10/31	Adj	Hrs
Sample Super ×	7a-3:30p 8.50	7a-3:30p 8.50	7a-3:30p 8.50	7a-3:30p 8.50	7a-3p 8.00			42.00
Sample Porter ×	6a-2:30p 8.50	6a-2:30p 8.50	6a-2:30p 8.50	6a-2:30p 8.50	6a-2:30p 8.50	8a-12p 4.00		46.50
Sample Helper ×	9a-5:30p 8.50	9a-5:30p 8.50	9a-5:30p 8.50	9a-5:30p 8.50	9a-5:30p 8.50			42.50
Sample Porter 2 ×	11p-7a 8.00	11p-7a 8.00	11p-7a 8.00	11p-7a 8.00				32.00
Total	33.50	33.50	33.50	33.50	25.00	4.00		163.00

A full week. Hrs is each person's week. The Total row has each day's hours, and the week's total (163.00) at the far right.

- **Hrs** (right side): each person's hours for the week.
- **Total** row: the hours for each day, the Adj total, and the hours for the whole sheet.

Days away

For a day someone is out, type a word in that day's cell instead of a shift: **sick**, **vacation**, **personal** or **out**. The short forms **s**, **v**, **p** and **o** work too, as do **vac** and **pers**. The cell turns yellow, and the **Sick**, **Vac**, **Pers** and **Out** columns appear with a count of days. Days away are counted as days, **not hours**, so they don't change Hrs.

Employee	MON 10/26	TUE 10/27	WED 10/28	THU 10/29	FRI 10/30	SAT 10/31	Adj	Hrs	Sick	Vac	Pers	Out
Sample Super ×	7a-3:30p 8.50	7a-3:30p 8.50	7a-3:30p 8.50	7a-3:30p 8.50	7a-3p 8.00			42.00				
Sample Porter ×	6a-2:30p 8.50	6a-2:30p 8.50	sick	6a-2:30p 8.50	6a-2:30p 8.50	8a-12p 4.00		38.00	1			
Sample Helper ×	9a-5:30p 8.50	9a-5:30p 8.50	9a-5:30p 8.50	9a-5:30p 8.50	9a-5:30p 8.50		1.5	44.00				
Sample Porter 2 ×	11p-7a 8.00	11p-7a 8.00	11p-7a 8.00	11p-7a 8.00	vacation			32.00		1		
Total	33.50	33.50	25.00	33.50	25.00	4.00	1.50	156.00	1	1		

Sample Porter is sick Wednesday and Sample Porter 2 is on vacation Friday. Sample Helper has 1.5 in Adj. The week total is now 156.00.

Adj (adjust)

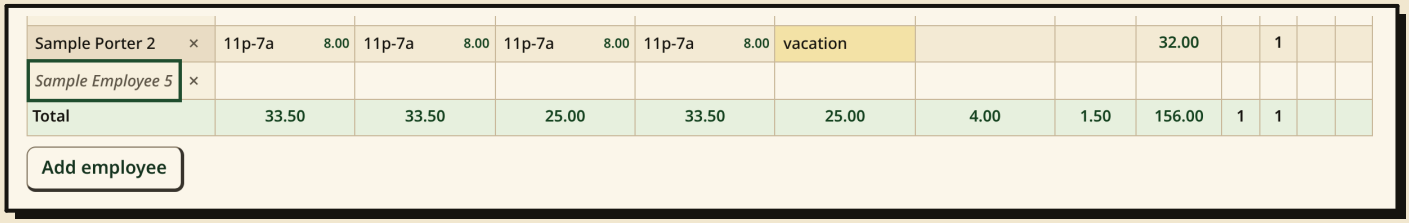
Use **Adj** to add hours to a person's week that don't belong to one day. Type a number like **1.5** (up to two decimals). A minus sign takes hours off, like -**0.5**. Adj is added to that person's Hrs and to the week total.

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7. People and comments

Add and remove people

- Type each person's name in the **Employee** column.
- Click **Add employee** under the grid for another row. The cursor jumps to the new name box.
- The sheet holds up to **40** people. Past that, the top bar says **"This sheet holds 40 employees."**
- Click the × next to a name to remove that row and its hours.
- Long names may look cut off on screen. Keep names short, like a first name and an initial.



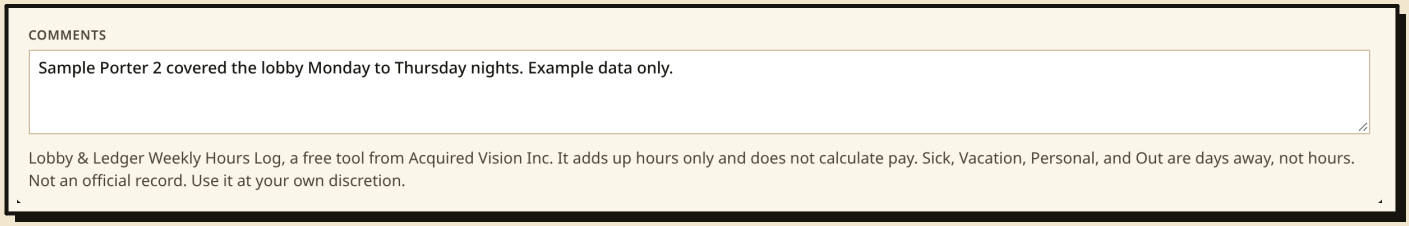
Sample Porter 2 ×	11p-7a 8.00	11p-7a 8.00	11p-7a 8.00	11p-7a 8.00	vacation			32.00		1		
Sample Employee 5 ×												
Total	33.50	33.50	25.00	33.50	25.00	4.00	1.50	156.00	1	1		

Add employee

After Add employee: a fifth row with the cursor in the name box. Its gray name is just a hint.

Comments

Type notes about the week in the **Comments** box, like who covered a shift. They print under the grid on the report.



The Comments box with an example note, and the short note at the bottom of the sheet that says what the tool is.

The note at the bottom of the sheet prints on every report too. It says the Weekly Hours Log is a free tool from Acquired Vision Inc., that it adds up hours only, that days away are not hours, and that it isn't an official record.

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8. Save PDF and Print

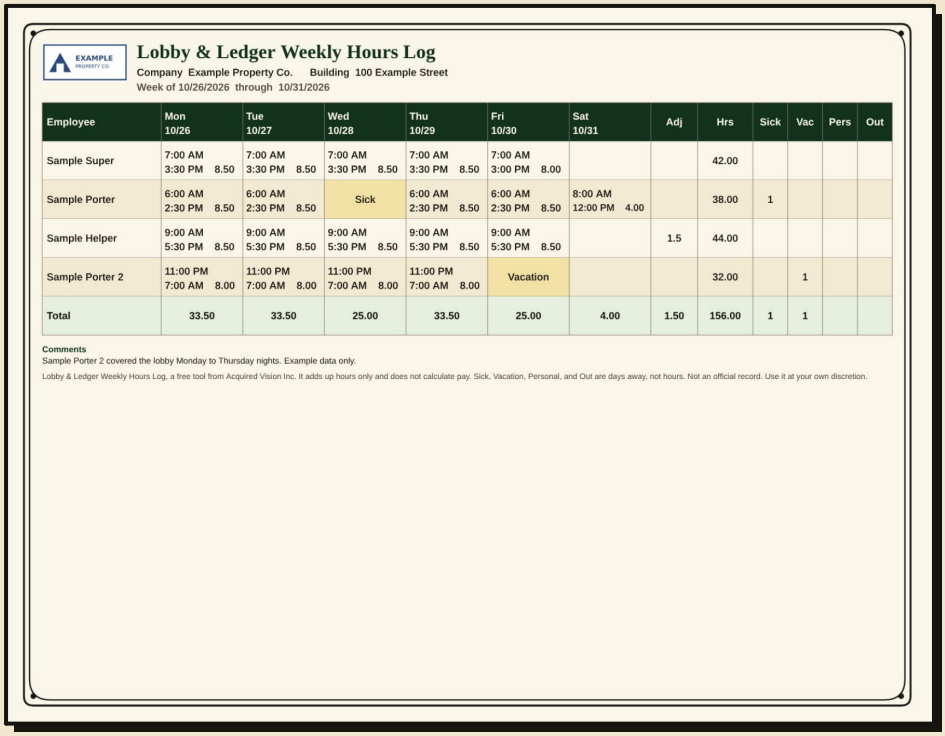
Both buttons make the same one-page report: Letter size, sideways (landscape), with your logo, company, building, the week, the grid, the totals and your comments.

Save PDF

Click **Save PDF**. The PDF goes to your **Downloads** folder, named for the week's Monday, like **Weekly-Hours-Log-2026-10-26.pdf**.



The top bar after Save PDF: "PDF saved: Weekly-Hours-Log-2026-10-26.pdf (Downloads)."



EXAMPLE PROPERTY CO

Lobby & Ledger Weekly Hours Log

Company Example Property Co. Building 100 Example Street
Week of 10/26/2026 through 10/31/2026

Employee	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Adj	Hrs	Sick	Vac	Pers	Out
Sample Super	7:00 AM 3:30 PM 8.50	7:00 AM 3:30 PM 8.50	7:00 AM 3:30 PM 8.50	7:00 AM 3:30 PM 8.50	7:00 AM 3:00 PM 8.00			42.00				
Sample Porter	6:00 AM 2:30 PM 8.50	6:00 AM 2:30 PM 8.50	Sick	6:00 AM 2:30 PM 8.50	6:00 AM 2:30 PM 8.50	8:00 AM 12:00 PM 4.00		38.00	1			
Sample Helper	9:00 AM 5:30 PM 8.50	9:00 AM 5:30 PM 8.50	9:00 AM 5:30 PM 8.50	9:00 AM 5:30 PM 8.50	9:00 AM 5:30 PM 8.50		1.5	44.00				
Sample Porter 2	11:00 PM 7:00 AM 8.00	11:00 PM 7:00 AM 8.00	11:00 PM 7:00 AM 8.00	11:00 PM 7:00 AM 8.00	Vacation			32.00		1		
Total	33.50	33.50	25.00	33.50	25.00	4.00	1.50	156.00	1	1		

Comments
Sample Porter 2 covered the lobby Monday to Thursday nights. Example data only.

Lobby & Ledger Weekly Hours Log, a free tool from Acquired Vision Inc. It adds up hours only and does not calculate pay. Sick, Vacation, Personal, and Out are days away, not hours. Not an official record. Use it at your own discretion.

The saved PDF for the example week. Hours show as start and end times, days away show in yellow, and the Sick and Vac counts appear because they were used.

Print

Click **Print**. The report opens in a new browser tab. Print it from there with the browser's Print button or Ctrl+P. If your browser blocks new tabs, the app saves the report to Downloads instead, and you can print it from there.



The top bar after Print: "Report opened. Print it from that window." The print window itself is your browser's own, so it isn't shown here.

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9. Email (an Outlook file)

Email doesn't send anything. It makes an email file for the **Outlook desktop app**, with the PDF already attached. You open that file in Outlook, check it, and send it yourself.



Click Email and the Outlook file panel opens under the top bar.

- **To**: leave it blank and pick the person in Outlook, or type an address.
- **Subject**: starts as "Weekly Hours Log". The week's dates are added for you, like **Weekly Hours Log (10/26/2026 to 10/31/2026)**.
- **Message**: starts as "Weekly hours log attached." Change it if you like.
- Click **Download Outlook file**. A file like **Weekly-Hours-Log-2026-10-26.eml** goes to Downloads. **Close** hides the panel.



The top bar after Download Outlook file: "Saved Weekly-Hours-Log-2026-10-26.eml in Downloads. Open that file in the Outlook desktop app."

Open the .eml file in the Outlook desktop app (double-click it, or right-click and choose Outlook). It opens as a new email that hasn't been sent, with the PDF attached. Outlook on the web won't open it. This guide's screenshots stop at the download; Outlook itself isn't shown.

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10. What's kept, and a quick reference

What the sheet remembers

ITEM	KEPT AFTER YOU CLOSE THE SHEET?
To, Subject and Message in the Email panel	**Yes**, in this browser on this computer.
Company, Building, names, shifts, Adj, comments	**No.** The sheet opens fresh on the current week.
Logo	**No.** Add it again each time.

- **Keep each week as a PDF.** There's no Save week button. Your saved PDF (or the one attached to the Outlook file) is the copy to keep.
- **Closing warns you.** If you've changed the sheet since the last Save PDF or Email, the browser asks before you close or reload the page. Print doesn't count as saving.
- Nothing you type is sent anywhere. The sheet works on your computer, and the files go to your Downloads folder.

Quick reference

TO DO THIS	DO THIS
Pick the week	Click Week starting and choose any day of that week
Type a shift	830a-6p, 7a-330p, 11p-7a
Mark a day away	sick, vacation, personal, out (or s, v, p, o)
Add or take off hours for the week	Type a number in Adj, like 1.5 or -0.5
Add a person	Add employee (up to 40)
Remove a person	Click × next to the name
Keep the week	Save PDF (goes to Downloads)
Print	Print, then print from the new tab
Email it	Email, then Download Outlook file, then open it in Outlook

Weekly Hours Log Plus · $5 (plus applicable sales tax). Plus remembers your crew and fills the week in one tap. Like the free sheet, it's for tracking hours only, not payroll.

Free, from Acquired Vision Inc. For tracking hours only. Not payroll software. Not an official record.

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