

PARKS AND RECREATION DEPARTMENT TIME SHEET

NAME: _____ POSITION: _____
 PAY PERIOD _____ HOURS ____ OT ____ VACATION ____ HOLIDAY ____ SICK ____

Please indicate A.M. or P.M. in the start/end time.

Please write legible, illegible writing will be paid according to payroll discretion.

[illegible]

Time sheets must be turned into the Parks & Recreation Office by Monday morning of payroll week. Anyone not turning in a time sheet will not be paid until the following pay period.

EMPLOYEE SIGNATURE _____