SHEBOYGAN AREA SCHOOL DISTRICT
COMMUNITY RECREATION DEPARTMENT
607 SOUTH WATER STREET

TIME SHEET

DUE IN RECREATION OFFICE 2 WEEKS PRIOR TO PAYDAY

DATE_____

NAME_____ **CLASSIFIED** ☐ **PROFESSIONAL** ☐
PLEASE PRINT ENTER EMPLOYEE NUMBER BELOW

SASD Professional **DUE 1st** of each month

ADDRESS_____ PHONE_____

2016 Time sheet due dates: Jan. 15, 29; Feb. 12, 26; March 11, 25; April 8, 22; May 6, 20; June 3, 17; July 1, 15, 29; Aug. 12, 26; Sept. 9, 23; Oct. 7, 21; Nov. 4, 18; Dec. 2, 16, 30. PLEASE TOTAL HOURS (15"=.25; 30"=.50; 45"=.75 of an hour)
Due to holidays – timesheets may be due early

Complete in **BLUE** or **BLACK INK ONLY; COMPLETE ALL SECTIONS** OF **TIMESHEET**

DAY	**DATE**	**NAME** of **PROGRAM** or **ACTIVITY.** Indicate **YOUTH** or **ADULT** program and **GRADE** for Officials or Supervisors.	**SITE**-(Building, Gym, Pool, Park, etc.)	**HOURS FROM** and **TO** (Game Time if you are an Official)	**TOTAL** (# of hours or # of Games)	**RATE OF PAY**(per hour, game, activity)
		Total hours front of sheet				
		Total hours back of sheet				
→	→	**TOTAL HOURS** (front and back)	→	→		

☐ **CHECK if additional hours are on back! EMPLOYEE NUMBER**_____

FOR OFFICE USE ONLY APPROVED BY_____

ACCOUNT NUMBERS	A REG HRS	B O.T. HRS	K D.T. HRS	PAY RATE

DAY	**DATE**	**NAME** of **PROGRAM** or **ACTIVITY.** Indicate **YOUTH** or **ADULT** program and **GRADE** for Officials or Supervisors.	**SITE**-(Building, Gym, Pool, Park, etc.)	**HOURS FROM** and **TO** (Game Time if you are an Official**)**	**TOTAL** (# of hours or # of Games)	**RATE OF PAY**(per hour or game)
→		**TOTAL hours on back** (add to the front of sheet)	→	→		