

# Time Sheet



Employee: \_\_\_\_\_  
Print Name

Week Starting: \_\_\_\_\_  
Date

Day	Time In	Time Out	Job Description	Total
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

Total Week Hours

Week Starting: \_\_\_\_\_  
Date

Day	Time In	Time Out	Job Description	Total
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

Total Week Hours

Total Pay Period Hours

I, \_\_\_\_\_, agree that I have worked the total number of hours listed above.

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Rick Cunningham, Sports Supervisor

**Emporia Recreation Commission**

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