SHEBOYGAN AREA SCHOOL DISTRICT

COMMUNITY RECREATION DEPARTMENT

607 SOUTH WATER STREET

TIME SHEET

DUE IN RECREATION OFFICE 2 WEEKS PRIOR TO PAYDAY

DATE_____

NAME_____

PLEASE PRINT ENTER EMPLOYEE NUMBER BELOW

ADDRESS_____ PHONE_____

HIGH SCHOOL STUDENT	LOCAL #1750 MEMBER	COLLEGE/ OTHER	**S.E.A.DISTRICT PROFESSIONAL** TEACHER
☐	☐	☐	☐

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

2011 Time sheet due dates: Jan. 7, 21; Feb. 4, 18; March 4, 18; April 1, 15, 29; May 13, 27; June 10, 24; July 8, 22; Aug. 5, 19; Sept. 2, 16, 30; Oct. 14, 28; Nov. 11, 25; Dec. 9, 23. 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)				