



TIME SHEET

Time sheets must be turned into the park office by 9:00am on the 1st and 16th of each month. If the 1st or 16th fall on a weekend or holiday, the payday will be the next business day. Paychecks can be picked up at the park district office after 3:00pm or mailed on request.

Name: _____ Pay period start: _____
 Position: _____ Pay period end: _____

DATE	WORKSITE	START	END	HOURS

(For Office Use Only) _____ RATE _____ TOTAL HRS _____

DATE	WORKSITE	START	END	HOURS

(For Office Use Only) ACCT# _____ RATE _____ TOTAL HRS _____

EMPLOYEE: _____

SUPERVISOR: _____