West Fargo Park District
601 26th Ave East
West Fargo, ND 58078

TIME SHEET

TIME SHEETS MUST BE TURNED IN TO THE PARK OFFICE BY 9:00 A.M. ON THE 1ST AND 16TH OF EACH MONTH. IF THE 1ST OR 16TH FALLS ON A WEEKEND OR HOLIDAY, THE PAY DAY WILL BE THE NEXT WORKING DAY. PAY CHECKS CAN BE PICKED UP AT THE PARK OFFICE AFTER 3:00 P.M. OR MAILED OUT ON REQUEST.

Name: _____ Pay period start: _____

Position: _____ Pay period end: _____

DATE	WORKSITE	START	END	HOURS

(For Office Use Only) ACCT#_____ RATE_____TOTAL HRS_____

DATE	WORKSITE	START	END	HOURS

(For Office Use Only) ACCT#_____ RATE_____TOTAL HRS_____

EMPLOYEE: _____

SUPERVISOR: _____