

## TIME SHEET

**DUE IN RECREATION OFFICE 2 WEEKS PRIOR TO PAYDAY** 

CLASSIFIED COMMUNITY RECREATION 3330 Stahl Rd, Sheboygan, WI 53081 **PROFESSIONAL** NAME \_\_\_\_\_ (Current or retired teachers) PHONE \_\_\_ SASD Professional **DUE 1st** of each month **2025** Time sheet due dates: Jan 3, 17, 31; Feb 14, 28; March 14, 28; April 11, 25; May 9, 23; June 6, 20; July 3, 18; Aug 1, 15, 29; Sep 12, 26; Oct 10, 24; Nov 7, 21; Dec 5, 19; Jan 2 Complete in BLUE or BLACK INK ONLY; COMPLETE ALL SECTIONS OF TIMESHEET PLEASE TOTAL HOURS (15"=.25; 30"=.50; 45"=.75 of an hour) DAY **LOCATION** DATE PROGRAM/ACTIVITY **HOURS FROM/TO TOTAL** RATE OF PAY (Indicate  $\underline{YOUTH/GRADE}$  or  $\underline{ADULT}$  for (Game Time for Officials) # of hours per hour Officials or Supervisors) **Total hours** front of sheet **Total hours** back of sheet **TOTAL HOURS** (front and back) **CHECK if additional hours are on back!** FOR OFFICE USE ONLY APPROVED BY **ACCOUNT NUMBERS REG HRS** O.T. HRS D.T. HRS PAY RATE

DAY	DATE	PROGRAM/ACTIVITY (Indicate YOUTH/GRADE or ADULT for Officials or Supervisors)	LOCATION	HOURS FROM/TO (Game Time for Officials)	<b>TOTAL</b> # of hours	<b>RATE OF PAY</b> per hour
				Total hours back of sheet		