2016-2017 SCHOOL YEAR
BOYS & GIRLS CLUB STAFF EMPLOYEE TIME SHEET

Site_____

Job Title:_____ Amount Paid/Hr:_____

DATE		DAY OF	TIME	TIME	HOURS	ENTER
MONTH	DAY	WEEK	STARTED	FINISHED	TO BE PAID	CODE HERE
*		Saturday	:	:		
*		Sunday	:	:		
		Monday	:	:		
		Tuesday	:	:		
		Wednesday	:	:		
		Thursday	:	:		
		Friday	:	:		
*		Saturday	:	:		
*		Sunday	:	:		
		Monday	:	:		
		Tuesday	:	:		
		Wednesday	:	:		
		Thursday	:	:		
		Friday	:	:		
*		Saturday	:	:		
TOTAL		XXXXX	XXXXX	XXXXX		XXXXX

Signature of Employee

Signature of Administrator

Printed Name of Employee

Signature of Supervisor

DEDUCT LUNCH TIME FROM TOTAL HOURS WORKED

TIME SHEETS ARE TO BE TURNED IN TO SUPERINTENDENT'S OFFICE NO LATER THAN FRIDAY PRECEDING PAYROLL

CODE

SL=Sick H=Holiday

VL=Vacation Leave MUD-Make Up Day

EL=Emergency Leave(Snow, High Water, ect.)

BL=Bereavement Leave (please put relationship)

LWP=Leave Without Pay (only used after all sick days and vacation days are used)