

GREAT BEND RECREATION COMMISSION

TIME SHEET

(FOR ALL PAYROLL PERSONNEL)
EACH ACTIVITY WORKED NEEDS A SEPARATE TIME SHEET

Fill out time sheet completely!

| | |
|--|--|
| Name: | Social Security # |
| Address: | Pay Period: |
| Work Site: | Job Description: (Class or Activity worked) |
| Job Code: <small>(include position worked-i.e. SNFISH SUP or ARTAID)</small> | |

THIS FORM NEEDS TO BE TURNED IN ON A BI-WEEKLY PAY SCHEDULE. TIME SHEETS ARE DUE THE FOLLOWING MONDAY BY 5:00 PM AFTER THE PAY PERIOD ENDING DATE (UNLESS OTHERWISE SPECIFIED).

| DATE | HOURS WORKED | TOTAL HOURS WORKED |
|-------------------|--------------|----------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| SIGNATURE: | | TOTAL HOURS WORKED: |