

Pay Period Beginning: _____ Pay Period Ending: _____



**VILLAGE OF HOLMEN
PARK & RECREATION DEPARTMENT
(608) 526-2152 FAX: (608) 526-4357**

TIME SHEET

Employee Name: _____

Classification: _____

OFFICIALS ONLY

DAY	ASSIGNMENT PROGRAM	DATE	TIME-IN	TIME-OUT	TOTAL HOURS	TOTAL GAMES	PAY RATE	LOCATION
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								
SUNDAY								

WEEKLY TOTALS

MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								
SUNDAY								

WEEKLY TOTALS

TWO WEEK TOTAL

MISC.

TIMESHEETS ARE DUE ON THE MONDAY FOLLOWING THE LAST DAY OF THE PAY PERIOD. WHEN RECORDING HOURS: USE .25 FOR :15, .50 FOR :30, .75 FOR :45 MINUTES.

Employee Signature

Supervisor Signature