

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