

Lake Mills Recreation Department

Time Sheet



Employee Name: _____

Date: _____

Round the in and out time to the nearest quarter hour. Please indicate if you are being paid hourly or per game.

Time sheets due dates are listed below and are due no later than Monday following the date listed. Turn in time sheets directly during office hours or use the 24 drop box located outside the back office door. (322 N. Main Street)

2023-24 Time Sheet Due Dates (payday): 7/7, 7/21, 8/4, 8/18, 9/1, 9/15, 9/29, 10/13, 10/27, 11/10, 11/24, 12/8, 12/22, 1/5, 1/19, 2/2, 2/16, 3/1, 3/15, 3/29, 4/12, 4/26, 5/10, 5/24, 6/7, 6/21

Date	Day	Program or Activity Name	In	Out	Hours/ Games	Pay rate per Hour/ Game

<p>FOR OFFICE USE ONLY:</p> <p>80 E 800 100 390000 _____</p> <p>80 E 800 100 390000 _____</p> <p>80 E 800 100 390000 _____</p>	<p>Total Pay per Account: _____</p> <p>_____</p> <p>_____</p>
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Approved: _____

Employee Signature: _____

____ Supervisor Initial to Verify Date, Hours/Games, Pay and Code