SCHOOL DISTRICT OF WEST ALLIS-WEST MILWAUKEE, ET AL

RECREATION DEPARTMENT TIME SHEET

1 NAME _____

2 EMPLOYEE # _____ 4 LOCATION _____

3 PAY PERIOD _____ 5 PAY RATE _____

11* Office Use Only: Budget Code

6 DATE	REGULAR HOURS FROM	TO	FROM	TO	NO. HOURS

7 TOTAL

8 _____
EMPLOYEE DATE

9 _____
SUPERVISOR DATE

10 _____
PROGRAM MANAGER DATE

PLEASE REMEMBER TO PRINT NEATLY ON YOUR TIMECARD
*****USE ONLY BLUE OR BLACK INK *****
INCOMPLETE TIME CARDS WILL NOT BE ACCEPTED

1. Print your legal first AND last name as it appears on your completed employee paperwork
2. Print your employee ID number. *If you are missing your ID number, please contact your site supervisor or program manager.*
3. Print the pay period for the time card you are filling out. *Pay Period sheets may be found at your site, on our website or may be given to you by the program manager.*
4. Print your location worked. (If you work multiple positions at the same location, please include your position on this line as well)
5. Print your pay rate. *If you are unsure of your pay rate, please contact your supervisor or program manager.*
6. Print the date worked, your start and end time and total hours worked. *Remember to include your break time on the same line if you are working 8 hours. Total hours must be calculated in decimals, not fractions.*
7. Print total hours worked on the time card
8. Please sign and date your time indicated you have verified your hours are correct.
9. ** Supervisors please sign off to indicate that you have verified the employees hours are correct.
10. ** Program managers or office staff signature ONLY
11. ** Budget code to be filled out by program managers or office staff ONLY