



Maine-Niles Association of Special Recreation

6820 W. Dempster Street, Morton Grove, IL 60053

Phone: (847) 966-5522 ~ Fax: (847) 966-8340

Name: _____

Date: _____

Timesheet

INSTRUCTIONS:

1. Fill in your name and date at the top of the timesheet.
2. Fill in Program Name, Date, Start **and** Finish time for **every day** that you work.
3. Place the total hours worked for that day in the appropriate column under the heading "Hours Worked."
4. Total the columns at the bottom in the "Total Hours Worked" boxes.
5. **Sign** your name at the bottom of the timesheet. If online, type your name.

KEY:

15 Minutes = .25 Hours

30 Minutes = .5 Hours

45 Minutes = .75 Hours

		HOURS WORKED																
		Start Time	Finish Time	Inclusion	Adult Program		Youth/Teen Program		Specials	Summer Camp	Trainings							
Program Name	Date				Leader/Driver	Assistant	Leader/Driver	Assistant										
											Total							
Total Hours Per Column																		

Employee Signature: _____

Supervisor's Initials: _____

I certify that the time recorded in this document is true and accurate to the best of my belief and that it accurately reflects all hours worked by me during the period indicated. I understand that any false or misleading information on this timesheet is grounds for disciplinary action, including immediate dismissal, no matter when discovered.

Please review the back of the time sheet for payroll due dates.