

TEUTOPOLIS PARK DISTRICT EMPLOYEE TIME REPORT

Employee

Age: Under 18 years 18+ years

First Name _____ Last Name _____

Address _____ City _____

E-mail Address _____ Phone _____

Program (See Codes Below)	Date (MM/DD/YYYY)	Time In (HH:MI AM/PM)	Time Out (HH:MI AM/PM)	Hours
			Total Hours	

Program

- | | |
|---|------------------------------|
| B Basketball | STT Soccer Traveling Team |
| BC Basketball Clinics | SDC Summer Day Camp |
| IV Instructional Volleyball | ST Summer Tennis |
| O Other (Please provide a description.) | TC Tennis Clinics |
| S Soccer | V Volleyball |
| SC Soccer Clinics | |

Note

Paychecks are on a monthly basis. The payroll is approved by the board at their monthly meeting, held on the first Monday of the month. Checks are written and mailed shortly afterward. **To be included in that month's payroll, Employee Time Reports need to be turned in by the Friday before the monthly board meeting.**

Example: If January 6th is the first Monday of January, Employee Time Reports need to be turned in by January 3rd, the Friday before. The board will approve the payroll on January 6th, at their monthly meeting, and checks will be written and mailed shortly afterward.

Turn in Employee Time Reports in the mailbox on the west side of the storage building at Teutopolis Community Park.

Approved for Submission to the Board by (Kathy Hartke): _____