



# Town of Vernon Parks and Recreation Department

Employee Name: \_\_\_\_\_ Week of: \_\_\_\_\_ to \_\_\_\_\_  
(Sunday's date) (Saturday's date)

Day	Date	In	Out	In	Out	Total Hours	Activity
<b>Sun</b>							_____ _____ _____
<b>Mon</b>							_____ _____ _____
<b>Tue</b>							_____ _____ _____
<b>Wed</b>							_____ _____ _____
<b>Thu</b>							_____ _____ _____
<b>Fri</b>							_____ _____ _____
<b>Sat</b>							_____ _____ _____

Activity	Hours

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Total Hours: \_\_\_\_\_

*Time sheets must be turned in no later than 9:00am Monday morning to be processed in that week's payroll.  
 Missing, incomplete, illegible or incorrect timesheets will need to be re-submitted.*