Lake Mills Community Recreation Department

Time Sheet 2024-25

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 during office hours or use the 24 drop box located outside the office door. (LMHS, 615 Catlin Drive- lower door #6).

2024-25 Time Sheet Due Dates (payday): 7/5, 7/19, 8/2, 8/16, 8/30, 9/13, 9/27, 10/11, 10/25, 11/8, 11/22, 12/6, 12/20, 1/3, 1/17, 1/31, 2/14, 2/28, 3/14, 3/28, 4/11, 4/25, 5/9, 5/23, 6/6, 6/20

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

FOR OFFICE USE ONLY:		Total Pay per Account:
	80 E 800 100 390000 _____	_____
	80 E 800 100 390000 _____	_____
	80 E 800 100 390000 _____	_____

Approved: _____ **Employee Signature:** _____

_____Supervisor Initial to Verify Date, Hours/Games, Pay and Code