

West Shore Recreation Employee Time Record								
Date	Day	Morning		Afternoon/Eve.		AM	PM	
		In	Out	In	Out	Daily Hour Total		
	Saturday							
	Sunday							
	Monday							
	Tuesday							
	Wednesday							
	Thursday							
	Friday							
	Saturday							
	Sunday							
	Monday							
	Tuesday							
	Wednesday							
	Thursday							
	Friday							
Total Hours:								

Employee's Signature:

Pay #	Time Slip Due:	Pay Date:	For Office Use Only
Employee:	Approved by:	Position 1:	Total Hours
Position 2:	Total Hours	Position 2:	Total Hours

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