

NH LAKES 2016 Lake Host Program Lake Host Employee Timesheet

INSTRUCTIONS for Lake Host Employees:

Use a separate line for each day worked and a separate sheet for each pay period. Sign timesheet and then give it to your Point Person or Managing Lake Host on the day specified.

Name of Local Group: _____

Lake Host Employee Name: _____

Pay Period #: _____ (see chart below)

INSTRUCTIONS for Point Person/Managing Lake Host:

1. Certify hours worked by Lake Host employee by signing below.
All Managing Lake Host employee timesheets must be signed by the local volunteer Point Person.
2. Scan in and email or take a photo and email (lakehost@nhlakes.org) or FAX (603/224-9442) each timesheet by "Payroll Monday Afternoon (4 PM)." (#1 = Mon. May 9; #2 = Mon. May 23; #3 Mon. June 6; #4 Mon. Jun. 20; #5 **Tues. July 5 10am**; #6 Mon. July 18; #7 Mon. Aug. 1; #8 Mon. Aug. 15; #9 Mon. Aug. 29; #10 Mon. Sept. 12; #11 Mon. Sept 26; #12 **Tues. Oct. 11 10am**; #13 Mon. Oct. 24)
3. File your group's original Lake Host timesheets locally and keep timesheets until the end of the 2016 program.
NEW! ORIGINAL SIGNED TIMESHEETS DO NOT NEED TO BE SNAIL MAILED TO NH LAKES.

2016 Payroll Periods:	Day/Date	Start Time	End Time	Total Hours (round to nearest 0.25 of an hour)
#1 Apr. 25–May 8				
#2 May 9–May 22;				
#3 May 23–Jun. 5				
#4 Jun. 6–Jun. 19				
#5 Jun. 20–July 3				
#6 July 4– July 17				
#7 July 18–July 31				
#8 Aug. 1 –Aug. 14				
#9 Aug. 15–Aug. 28				
#10 Aug 29–Sept 11				
#11 Sept 12–Sept 25				
#12 Sept. 26–Oct.9				
#13 Oct. 10–Oct.23				

Total Number of Hours for the Pay Period: _____ hrs.

Hourly Rate \$ _____ Total Amount \$ _____

I hereby certify that I worked the time indicated _____
Lake Host Employee signature

I hereby certify that this employee worked the time indicated _____
Point Person/Managing Lake Host signature
Point Person must sign Managing Lake Host Employee timesheet