

# NH LAKES 2018 LAKE HOST PROGRAM - EMPLOYEE TIMESHEET

NAME OF LOCAL GROUP: \_\_\_\_\_

PAY PERIOD #: \_\_\_\_\_ (SEE CHART)

LAKE HOST EMPLOYEE NAME: \_\_\_\_\_

SPECIFY POSITION \_\_\_\_\_ (INSPECTOR OR MANAGER)

**INSTRUCTION FOR EMPLOYEES:** **PLEASE DO NOT ABBREVIATE**

- Use a separate timesheet for each pay period.
- Use a separate line for each day worked, indicate starting time of shift and end time of shift.
- Total hours for each day (ROUND TO NEAREST 0.25 OF AN HOUR). Total hours for the pay period.
- Indicate your hourly rate. Multiply your hourly rate by the total hours worked in the pay period.
- Turn your timesheet on your last shift during the pay period, or by the last Sunday before the pay period ends.
- Timesheets MUST be signed by YOU and a supervisor (either the Lake Host Manager or the Point Person).

2018 PAYROLL PERIODS:	DATE (M/D/Y)	SHIFT START TIME	SHIFT END TIME	TOTAL SHIFT IN HOURS
		:	:	
#1 May 7 – May 20		:	:	
#2 May 21 – June 3		:	:	
#3 June 4 – June 17		:	:	
#4 Jun. 18 – July 1		:	:	
#5 July 2 – July 15		:	:	
#6 July 16 – July 29		:	:	
#7 July 30 – Aug. 12		:	:	
#8 Aug. 13 – Aug. 26		:	:	
#9 Aug 27 – Sept 11		:	:	
#10 Sept 12 – Sept 23		:	:	
#11 Sept. 24 – Oct.7		:	:	
#12 Oct. 8 – Oct.21		:	:	

TOTAL NUMBER OF HOURS WORKED IN THIS PAY PERIOD: \_\_\_\_\_

HOURLY RATE: \$ \_\_\_\_\_

(TOTAL HOURS WORKED) x (HOURLY RATE): \$ \_\_\_\_\_

I HEREBY CERTIFY THAT I WORKED THE TIME INDICATED

\_\_\_\_\_  
*Employee Signature*

I HEREBY CERTIFY THAT THIS EMPLOYEE WORKED THE TIME INDICATED

\_\_\_\_\_  
*Point Person/Manager Signature*