



City of Westfield Time Sheet

Name: _____ **EE#:** _____

Department: Parks and Recreation

Date	Time In	Time Out		Time In	Time Out	Total Hours
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
				Total	Hours	
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
				Total	Hours	

Spring/Summer Spray Park Hours
 Record your hours worked
 in the same week below.
 (Saturday-Friday)
 Total Spray Park Hours
 (Playground & Day Camp Staff Only)

X _____
Employee Signature

_____ *Supervisor Signature*

_____ *Department Head Signature*

Original time sheets, must be submitted with your payrolls each and every payroll. If not submitted hours may be removed.

Pay period runs each week **Saturday to Friday**. Please record dates and times you worked and sign your name above. All time sheets need to be turned in **every week** on **Friday** after your shift. **No exceptions.** We have the drop off box located on the pole at the Parks and Recreation Department 4 Holcomb Street.