

Novato Parks, Recreation and Community Services Department Time Sheet
Due in office by Noon the Friday before Payday

Name: _____ (PLEASE PRINT)

Pay Period Ending: _____

Day	Month/Date	Hours Worked	Total hours	Total Athletic Games	Activity/Class	Class Dates	Class Code	Summary
SUN								
MON								
TUE								
WED								
THU								
FRI								
SAT								
Week 1 Total								
SUN								
MON								
TUE								
WED								
THU								
FRI								
SAT								
Week 2 Total								

Total hours worked _____

SUMMARY	
Program	Hours/Games

FOR OFFICE STAFF ONLY		
Hours/Games	Account #	Pay Rate

Employee's Signature

Supervisor's Approval