



2026 Lake Host Program - Employee Timesheet

Name of Local Group: _____

Pay Period #: _____

Name: _____

Position: Inspector or Assistant (circle one)

Instruction for Employees: Do NOT EXCEED 40 HOURS A WEEK.

- Use a separate timesheet for each pay period, pay rate, and for each group you are working with.
- Use a separate line for each day worked, indicate starting time 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.

2026 PAYROLL PERIODS:	Date (M/D/Y)	Shift Start Time	Shift End Time	Total Shift in Hours	Notes
#1 April 27 – May 10	:	:	:		
#2 May 11 – May 24	:	:	:		
#3 May 25 – June 7	:	:	:		
#4 June 8 – June 21	:	:	:		
#5 June 22 – July 5	:	:	:		
#6 July 6 – July 19	:	:	:		
#7 July 20 – Aug. 2	:	:	:		
#8 Aug. 3 – Aug. 16	:	:	:		
#9 Aug. 17– Aug. 30	:	:	:		
#10 Aug. 31 – Sept. 13	:	:	:		
#11 Sept. 14 – Sept. 27	:	:	:		
#12 Sept. 28 – Oct. 11	:	:	:		
#13 Oct. 12 – Oct. 25	:	:	:		

Total Number of Hours worked in this Pay Period: _____

Hourly Rate: \$ _____

Total Pay (Total Hours Worked) x (Hourly Rate): \$ _____

I hereby certify that this timesheet depicts the correct hourly rate and actual hours worked:

Employee Signature

Program Coordinator, Assistant, or Supervisor's Signature

Coordinators: Verify timesheets by 4:00 pm on "Payroll Monday".