2025 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.

2025 PAYROLL PERIODS:	Date (M/D/Y)	Shift Start Time	Shift End Time	Total Shift in Hours	Notes
#1 April 28 – May 11		:	:		
#2 May 12 – May 25		:	:		
#3 May 26 – June 8		:	:		
#4 June 9 – June 22		:	:		
#5 June 23 – July 6		:	:		
#6 July 7 – July 20		:	:		
#7 July 21 – Aug. 3		:	:		
#8 Aug. 4 – Aug. 17		:	:		
#9 Aug. 18 – Aug. 31		:	:		
#10 Sept. 1 – Sept. 14		:	:		
#11 Sept. 15 – Sept. 28		:	:		
#12 Sept. 29 – Oct. 12		:	:		
#13 Oct. 13 – Oct. 26		:	:		
		:	:		

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".