

# Hourly Employee Timesheet



Month: \_\_\_\_\_ Year: 20\_\_\_\_

Employee Name: \_\_\_\_\_

Date	Project	Hours		
		Mileage		
		Parks	Roads	Water
		/	/	/
		/	/	/
		/	/	/
		/	/	/
		/	/	/
		/	/	/
		/	/	/
		/	/	/
		/	/	/
		/	/	/
		/	/	/
		/	/	/
<b>TOTAL:</b>		/	/	/

\*Use additional sheets as necessary

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Approval: \_\_\_\_\_ Date: \_\_\_\_\_

\*Payroll is made once a month. Timesheets must be signed, approved, and turned in to the town clerk by the Monday preceding the first Wednesday of each month in order to make payroll for that month.