2012 PART-TIME EMPLOYEE TIMESHEET

ALL TIMESHEETS ARE DUE TO SEASPAR BY MIDNIGHT SATURDAY. INDICATE CURRENT PAY PERIOD BELOW.

☐#2—1/7 ☐#4—1/21 ☐#6—2/4 ☐#8—2/18 ☐#10—3/3 ☐#12—3/17 ☐#14—3/31 ☐#16—4/14 ☐#18—4/28
☐#20—5/12 ☐#22—5/24* ☐#24—6/9 ☐#26—6/23 ☐#28—7/7 ☐#30—7/21 ☐#32—8/4 ☐#34—8/18 ☐#36—8/30*
☐#38—9/15 ☐#40—9/29 ☐#42—10/13 ☐#44—10/27 ☐#46—11/10 ☐#48—11/24 ☐#50—12/8 ☐#52—12/20*

* Change in due date because of upcoming Holiday.

Partial hours are totaled as follows: ¼ hour = .25 ½ hour = .50 ¾ hour = .75

PROGRAM NAME	Day	Date	Start Time	End Time	Total Hours	Supervisor Approval	Office Use Only Date Rec'd Anne Approval	Payroll Department

Total Hours _____

STAFF NAME _____ **DATE** _____
(Please Print)

Timesheet may be faxed to SEASPAR at 630/960-7601.

1/3/12