

## 2019 Inclusion Timesheet

All timesheets are due to SEASPAR by midnight Saturday. Indicate current pay period below:

- |                                   |                                   |                                   |                                    |                                   |                                    |                                    |                                    |                                   |
|-----------------------------------|-----------------------------------|-----------------------------------|------------------------------------|-----------------------------------|------------------------------------|------------------------------------|------------------------------------|-----------------------------------|
| <input type="checkbox"/> #1—12/29 | <input type="checkbox"/> #3—1/12  | <input type="checkbox"/> #5—1/26  | <input type="checkbox"/> #7—2/9    | <input type="checkbox"/> #9—2/23  | <input type="checkbox"/> #11—3/09  | <input type="checkbox"/> #13—3/23  | <input type="checkbox"/> #15—4/6   | <input type="checkbox"/> #17—4/20 |
| <input type="checkbox"/> #19—5/4  | <input type="checkbox"/> #21—5/18 | <input type="checkbox"/> #23—6/1  | <input type="checkbox"/> #25—6/15  | <input type="checkbox"/> #27—6/29 | <input type="checkbox"/> #29—7/13  | <input type="checkbox"/> #31—7/27  | <input type="checkbox"/> #33—8/10  | <input type="checkbox"/> #35—8/24 |
| <input type="checkbox"/> #37—9/7  | <input type="checkbox"/> #39—9/21 | <input type="checkbox"/> #41—10/5 | <input type="checkbox"/> #43—10/19 | <input type="checkbox"/> #45—11/2 | <input type="checkbox"/> #47—11/16 | <input type="checkbox"/> #49—11/30 | <input type="checkbox"/> #51—12/14 |                                   |

Partial hours are totaled as follows:      ¼ hour = .25      ½ hour = .50      ¾ hour = .75									Office Use Only		
PROGRAM NAME	Town	Participant First & Last Name	Day	Date	Start Time	End Time	Total Hours	Supervisor Approval	Travel Time	Staff Approval	Payroll Dept.

Total Hours \_\_\_\_\_

Staff Name \_\_\_\_\_ Date \_\_\_\_\_  
(Please Print)