2021 Weekly Programs/Special Events Timesheet

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

☐#1–12/26	☐#3–1/9	☐#5–1/23	☐#7–2/6	☐#9–2/20	☐#11–3/6	☐#13–3/20	☐#15–4/3	☐#17–4/17
☐#19–5/1	☐#21–5/15	☐#23–5/29	☐#25–6/12	☐#27–6/26	☐#29–7/10	☐#31–7/24	☐#33–8/7	☐#35–8/21
☐#37–9/4	☐#39–9/18	☐#41–10/2	☐#43–10/16	☐#45–10/30	☐#47–11/13	☐#49–11/27	☐#51–12/11	☐#53–12/25

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

PROGRAM NAME	☑ Supervisor	☑ Driver	Day	Date	Start Time	End Time	Total Hours	Supervisor Approval	Office Use Only: Date Rec'd — Manager Approval	Office Use Only: Date Rec'd — Payroll Dept.
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Total Hours _____

Staff Name _____ **Date** _____

(Please Print)

Timesheet may be faxed to SEASPAR at 630.960.7601, or emailed to stovey@seaspar.org.

Updated 12/2/2020