



# GLEN ELLYN PARK DISTRICT TIMESHEET



Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Phone \_\_\_\_\_

OFFICE USE	
HOURS	ACCOUNT

DATE	NAME OF ACTIVITY	TIME IN	TIME OUT	TOTAL HOURS
EXAMPLE	SITE SUPERVISOR - HADLEY	6:15 PM	9:30 PM	3.25
*****	GRAND TOTAL OF HOURS	*****	*****	

The above dates and times were worked and entered on this time sheet by:

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Date: