GEORGETOWN TOWNSHIP EMPLOYEE TIME RECORD

EMPLOYEE NAME _____   WEEK ENDING _____

DAY	DATE	IN	OUT	IN	OUT	R	OT	V	H	S	P	C	Total
SAT													
SUN													
MON													
TUES													
WED													
THUR													
FRI													
Subtotal													
SAT													
SUN													
MON													
TUES													
WED													
THUR													
FRI													
Subtotal													
Week Duty						R	OT	V	H	S	P	C	Total
TOTAL HOURS													

NOTES:

R-REGULAR
OT-OVERTIME
V-VACATION
H- HOLIDAY
S-SICK
P-PERSONAL
C-COMP TIME

Signed By: Approved By: