

GEORGETOWN TOWNSHIP CROSSING GUARD TIME RECORD

| EMPLOYEE NAME | | PHONE# | | | | | |
|--|------|--------|-----|----|-----|-------------------|-------|
| | | AM | | PM | | | |
| DAY | DATE | IN | OUT | IN | OUT | LOCATION | HOURS |
| Monday | | | | | | | |
| | | | | | | | |
| Tuesday | | | | | | | |
| | | | | | | | |
| Wednesday | | | | | | | |
| | | | | | | | |
| Thursday | | | | | | | |
| | | | | | | | |
| Friday | | | | | | | |
| | | | | | | | |
| | | | | | | Subtotal | |
| | | AM | | PM | | | |
| DAY | DATE | IN | OUT | IN | OUT | LOCATION | HOURS |
| Monday | | | | | | | |
| | | | | | | | |
| Tuesday | | | | | | | |
| | | | | | | | |
| Wednesday | | | | | | | |
| | | | | | | | |
| Thursday | | | | | | | |
| | | | | | | | |
| Friday | | | | | | | |
| | | | | | | | |
| | | | | | | Subtotal | |
| Week Ending Date | | | | | | Total | |
| Notes: Fill in Name, Phone #, shifts worked, W/E Date & Signature | | | | | | | |
| * Please be aware that shifts are 1/2 hour except at 20th/Baldwin | | | | | | | |
| **An extra line has been inserted per day to allow for an extra shift in a day. | | | | | | | |
| ***If you work at two different post on the same day please record them on separate lines. | | | | | | | |
| ***Note Holidays, snow days etc | | | | | | | |
| ****Record actual times worked, not an x. | | | | | | | |
| *****Turn in time cards at least once a month. | | | | | | | |
| *****If someone subs for you record their name as above. | | | | | | Signed By: | |