

**Parks and Recreation Employees:**

Please hand in time sheet every Friday  
or use the drop off box after hours

Westfield Parks & Recreation, Dept.  
4 Holcomb Street, Westfield, MA 01085  
Office: 572-6263



## CITY OF WESTFIELD TIME SHEET

**Name:** \_\_\_\_\_

**EE#** \_\_\_\_\_

**Department:** Parks and Recreation Department

**Pay Date** \_\_\_\_\_

Position:

Payroll Date	Time In	Time Out	Total Hours
Saturday			
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
<b>Total</b>			
Saturday			
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
<b>Total</b>			

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

\_\_\_\_\_  
Supervisor/Department Head Signature

Original time sheets must be submitted to payroll completed and on time to assure prompt payment of hours worked  
Copy to Payroll Dept. - City Hall