CHICO AREA RECREATION & PARK DISTRICT

Bi-Weekly Time Card for the Month of [ ]

Employee # [ ]   **Employee Name:** [ ]   **Supervisor:** [ ]

Department: | Admin   Rec   Park   Officials |

Total by Program Code	Program Code #	Program Code #	Program Code #	Program Code #	Program Code #	Program Code #	Program Code #

Week # 1	Date	Time In	Time Out	Time In	Time Out	Time In	Time Out	Daily Hours
Saturday								
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
							Week # 1 Hours	

Week # 2	Date	Time In	Time Out	Time In	Time Out	Time In	Time Out	Daily Hours
Saturday								
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
							Week # 2 Hours	

Total Hours Worked _____

Pay Rate >

The above time reporting is correct and by signing below I attest to the accuracy of this reporting. I also acknowledge that I have taken all rest periods as scheduled.

Employee Signature: _____

Reviewed by: _____

Approved by: _____

FULL-TIME SPECIAL CODES:

SICK LEAVE	03	BREAVEMENT	07
VACATION	04	ADMIN LEAVE	09
HOLIDAY	05	COMP TIME	15

Instructions: 1) Enter the correct dates for the pay period 2) Enter time in and time out on the left side of form. Time should be entered when you arrive at work, leave for lunch, return from lunch and leave for the day 3) Time should be entered to the nearest quarter of an hour. Quarter hours are entered as .25 not .15. 8:15 am should be entered as **8.25**.   4) Program codes are entered on the right half of the form with daily hours listed below each code. Both sides of timecard should agree (except for Sport Officials games) 5) **Always sign your timecard when you turn it in**