TEUTOPOLIS PARK DISTRICT
PARK MAINTENANCE TIME REPORT

Employee

First Name _____ Last Name _____

Address _____ City _____

E-mail Address _____ Phone _____

Location (See Codes Below)	Task (See Codes Below)	Comments	Date (MM/DD/YYYY)	Start Time (HH:MI AM/PM)	End Time (HH:MI AM/PM)	Hours
					Total Hours	

Location

1 Community Park
2 Mini-Park
3 Church Diamond
4 Junior High School Diamond

Task

A Lawn
B Landscaping
C Building
D Diamond Maintenance/Prep
E General Clean-up Duties

Note

Paychecks are on a monthly basis. The payroll is approved by the board at their monthly meeting, held on the first Monday of the month. Checks are written and mailed shortly afterward. **To be included in that month's payroll, Employee Time Reports need to be turned in by the Friday before the monthly board meeting.**

Example: If January 6th is the first Monday of January, Employee Time Reports need to be turned in by January 3rd, the Friday before. The board will approve the payroll on January 6th, at their monthly meeting, and checks will be written and mailed shortly afterward.

Turn in Employee Time Reports in the mailbox on the west side of the storage building at Teutopolis Community Park.

Approved for Submission to the Board by (Kathy Hartke): _____