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 Ending						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:**

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