

TOWN OF PORTVILLE

TIMECARD

EMPLOYEE NAME: _____

FUND: _____

	DATE MM/DD/YY	START TIME	STOP TIME	START TIME	STOP TIME	START TIME	STOP TIME	START TIME	STOP TIME	TOTAL HH:MM
MONDAY										
TUESDAY										
WEDNESDAY										
THURSDAY										
FRIDAY										
SATURDAY										
SUNDAY										
EMPLOYEE SIGNATURE:					IMMEDIATE SUPERVISOR SIGNATURE:				TOTAL:	

Time card Instructions: At the beginning of the week, fill in "EMPLOYEE NAME" AND "FUND". Town Clerk is "A" FUND. Deputy Assessor is "A" FUND. Court Clerk is "B" FUND. Highway Department hourly personnel is "DB" Fund. Each day show date, various times you started and stopped work. Remember lunch break is a minimum of 30 minutes every four hours during which time you are not working. Add up your hours and minutes each day and enter in "TOTAL HH:MM". At the end of the week, add all daily "TIME HH:MM" and enter in "TOTAL". Employee and Supervisor must sign timecard to confirm its accuracy. Timecards must be turned in to Bookkeeper no later than 8AM Monday morning. Unsigned timecards will not be paid.

Work Product Instructions: Use Work Product Form on opposite side. Each day fill in date, hours and minutes worked on a specific work product, and then briefly describe the work product. An example might be "clearing snow" or "completing court paperwork".

