

**CITY OF SARATOGA SPRINGS
Part-Time TIME SHEET**

Employee Name _____

Standard Hours/Wk for Position _____

Finance

Department _____

Week Ending _____

DAILY TIME RECORD

Date	Day	In	Lunch		In	Out	In	Out	Hrs Wrk	GRAND
			Out	In					Total	TOTAL
#####	SAT									
#####	SUN									
#####	MON									
#####	TUE									
#####	WED									
#####	THURS									
01/00/00	FRI									

Total #VALUE!

Adjustment

Hours		Reason	
Hours		Reason	
Hours		Reason	

Employee Signature _____

Date _____

Department Head or Delegate Signature _____

Date _____

Time recorded shall reflect the actual start and stop time of work.