FOOTHILL HOOPS BASKETBALL
TIME SHEET

Staff Member:_____

Pay Period Dates:_____

Mailing Address: _____

_____

(office use only)

DATE	DAY	TIME IN	TIME OUT	HOURS	TASK	SUPERVISOR SIGNATURE	*RATE*	*SUB TOTAL*
			TOTAL:					

STAFF, please complete:

Referee Hours:	
Coach Hours:	
Other Hours:	
TOTAL Hours:	

Pay periods are every 2 weeks through our payroll system

Due Dates and Pay Periods:

		Due Date:	Pay Day:	
1st-15th		15th (end of day)	20th*	*(+mailing period)
16th-31st		31st (end of day)	5th*	*(+mailing period)

"If you are going to achieve excellence in doing big things, you develop the habit in little matters.

Excellence is not an exception, it's a prevailing attitude."