



Sharing the Sailing Community

## Employee Time Report by Semi-Monthly Payperiod

Employee Name	Period Start	Period End
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Day	Date	Tasks - Whaler Driver, PRO, Sailcamp, Race Team, Assistant	Time In	Time Out	Break(s)	(Round up Daily Hours to hour or 1/2 hour)
<b>Total Hours this pay period</b>						

**TURN IN DEADLINE: 10 AM One Day after end of payperiod**

(TIPS) \_\_\_\_\_

Note anything that kept you from being productive (people, process, tools) and a suggestion for improvement:

*I submit this time report as accurate and in accordance with club policy.*

Signature \_\_\_\_\_ Date \_\_\_\_\_