**Employee Time Report by Semi-Monthly Payperiod**

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| 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)** | **Daily Hours**  **(Round to nearest :30)** |
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|  |  |  |  | **Total Hours this pay period** | |  |
| **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