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

|  |  |  |
| --- | --- | --- |
| Employee Name | Period Start  | Period End |
|  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Day** | **Date** | **Tasks - Whaler Driver, PRO, Sailcamp, Race Team, Assistant** | **Time In** | **Time Out** | **Break(s)** | **Daily Hours****(Round to nearest :30)** |
|  |  |   |   |   |   |   |
|  |  |   |   |   |   |   |
|  |  |   |   |   |   |   |
|  |  |   |   |   |   |   |
|  |  |   |   |   |   |   |
|  |  |   |   |   |   |   |
|  |  |   |   |   |   |   |
|  |  |   |   |   |   |   |
|  |  |   |   |   |   |   |
|  |  |   |   |   |   |   |
|  |  |   |   |   |   |   |
|  |  |   |   |   |   |   |
|  |  |   |   |   |   |   |
|  |  |  |  |  |  |  |
|  |  |   |   |   |   |   |
|  |  |  |  | **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) anda suggestion for improvement: |  |

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

Signature Date