

# TIME SHEET TOWN OF WARSAW

EMPLOYEE: \_\_\_\_\_

PAY PERIOD \_\_\_\_\_ THRU \_\_\_\_\_

DATE									
DAY	THUR	FRI	SAT	SUN	MON	TUES	WED	TOTAL	NOTATIONS
ADMINISTRATION									
PUBLIC SERVICE									
WATER									
WASTEWATER									
WEEKEND DUTY									
CALL OUT									
WATER BREAK									
COMP EARNED									
PERSONAL DAY									
HOLIDAY									
VACATION									
SICK LEAVE									
COMP TIME USED									
TOTAL									

### ANNUAL LEAVE RECAP

TYPE OF LEAVE	PREV BALANCE	EARNED	USED	BALANCE	VERIFIED
VACATION					
SICK LEAVE					
COMP TIME					
PERSONAL DAY					
HOLIDAY					

APPROVED BY: \_\_\_\_\_  
TOWN MANAGER/ASSISTANT TOWN MANAGER