

Weekly Time Record

Town of Waterboro

24 Townhouse Road
E. Waterboro, Maine 04030

Account _____
Admin Initial _____

Employee Name: _____ Week Ending: _____

Department: _____ Employee #: _____

Position: DRIVER EMT-B EMT-I EMT-P Amount _____

Breakdown of hours

Day	Time In	Time Out	Time In	Time Out	Regular	Overtime	Holiday	Sick	Vacation	Other
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
Sunday										
Totals										
					Hours					

Employee Signature: _____

Payroll: _____

Supervisor Signature: _____

Date: _____