

VILLAGE OF RYE BROOK

TIME SHEET

Employee Name: _____ Payroll Account # _____

Department Worked: _____ Rate of Pay: _____

Payroll Date: _____

Work week for Part Time employees is Wednesday-Tuesday.
 Work week for Full Time employees is Thursday-Wednesday.
 Must work over 40 Hours within a work week to earn overtime.

Date	Start Time	End Time	Regular Hrs.	Overtime Hrs.	Overtime Reason

Date	Start Time	End Time	Regular Hrs.	Overtime Hrs.	Overtime Reason
TOTAL HOURS					

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

 Village Administrator Date: _____