

# City of Kaukauna Recreation Department

| Employee ID#:  |          | Print Full Name: |   |   |   |   |   |   |   |                           |   | Signature: |   |   |                                     |        |
|--|----------|------------------|---|---|---|---|---|---|---|---------------------------|---|------------|---|---|-------------------------------------|--------|
| Pay Period: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 |          |                  |   |   |   |   |   |   |   |                           |   |            |   |   | Year: 20__                          |        |
| Activity Description   | Pay Rate | R                | F | S | S | M | T | W | R | F                         | S | S          | M | T | W                                   | Totals |
|  |          | /                | / | / | / | / | / | / | / | /                         | / | /          | / | / | /                                   |        |
| <b>Civic Promotions (101.55190.5104)</b>   |          |                  |   |   |   |   |   |   |   |                           |   |            |   |   | <b>Civic Promotions Dept Total:</b> |        |
|  |          |                  |   |   |   |   |   |   |   |                           |   |            |   |   |                                     |        |
| <b>Youth Sports (101.55305.5104)</b>   |          |                  |   |   |   |   |   |   |   |                           |   |            |   |   | <b>Youth Sports Dept Total:</b>     |        |
|  | \$       |                  |   |   |   |   |   |   |   |                           |   |            |   |   |                                     |        |
|  | \$       |                  |   |   |   |   |   |   |   |                           |   |            |   |   |                                     |        |
|  | \$       |                  |   |   |   |   |   |   |   |                           |   |            |   |   |                                     |        |
| <b>Dance (101.55310.5104)</b>  |          |                  |   |   |   |   |   |   |   |                           |   |            |   |   | <b>Dance Dept Total:</b>            |        |
|  | \$       |                  |   |   |   |   |   |   |   |                           |   |            |   |   |                                     |        |
|  | \$       |                  |   |   |   |   |   |   |   |                           |   |            |   |   |                                     |        |
| <b>Adult Sports (101.55320.5104)</b>   |          |                  |   |   |   |   |   |   |   |                           |   |            |   |   | <b>Adult Sports Dept Total:</b>     |        |
|  | \$       |                  |   |   |   |   |   |   |   |                           |   |            |   |   |                                     |        |
|  | \$       |                  |   |   |   |   |   |   |   |                           |   |            |   |   |                                     |        |
|  | \$       |                  |   |   |   |   |   |   |   |                           |   |            |   |   |                                     |        |
|  | \$       |                  |   |   |   |   |   |   |   |                           |   |            |   |   |                                     |        |
| <b>Community Center (101.55405.5104)</b>   |          |                  |   |   |   |   |   |   |   |                           |   |            |   |   | <b>Community Center Dept Total:</b> |        |
|  | \$       |                  |   |   |   |   |   |   |   |                           |   |            |   |   |                                     |        |
|  | \$       |                  |   |   |   |   |   |   |   |                           |   |            |   |   |                                     |        |
| <b>Swimming Pool (101.55410.5104)</b>  |          |                  |   |   |   |   |   |   |   |                           |   |            |   |   | <b>Swimming Pool Dept Total:</b>    |        |
| Supervisory  | \$       |                  |   |   |   |   |   |   |   |                           |   |            |   |   |                                     |        |
| Lifeguard  | \$       |                  |   |   |   |   |   |   |   |                           |   |            |   |   |                                     |        |
| Instructor   | \$       |                  |   |   |   |   |   |   |   |                           |   |            |   |   |                                     |        |
| Attendant  | \$       |                  |   |   |   |   |   |   |   |                           |   |            |   |   |                                     |        |
| Concessionaire   | \$       |                  |   |   |   |   |   |   |   |                           |   |            |   |   |                                     |        |
| Maintenance  | \$       |                  |   |   |   |   |   |   |   |                           |   |            |   |   |                                     |        |
| <b>Supervisor Approved:</b>  |          |                  |   |   |   |   |   |   |   | <b>Director Approved:</b> |   |            |   |   | <b>Total:</b>                       |        |

### Instructions for Completing This Time Card:

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| <ol style="list-style-type: none"> <li>1. View the sample of a correctly filled out card.</li> <li>2. Enter your Employee ID #.</li> <li>3. Print full given name (including middle initial).</li> <li>4. Sign full given name (including middle initial).</li> <li>5. Circle the current pay period (1-26).</li> <li>6. Fill in the last two digits of the current year.</li> <li>7. Fill in the date for each day worked during the pay period (ie. 6/25).</li> <li>8. Under the appropriate categories, provide activity descriptions (ie. Lifeguard, Youth Sports Instructor, Umpire, Attendant, etc.).</li> <li>9. Fill in the proper rate of pay (use a separate line for each pay rate).</li> <li>10. Record the number of hours/games worked under the correct date(s).</li> </ol> | <ol style="list-style-type: none"> <li>11. Total each line.</li> <li>12. Total each department (above).</li> <li>13. Total grand total in lower right corner.</li> <li>14. Ask necessary questions of your supervisor.</li> <li>15. Submit to supervisor by the 2nd Wednesday of the pay period.</li> <li><b>16. DO NOT SKIP PAY PERIODS!</b><br/> <b>The law requires that you submit a card, and that we pay you for your time in each pay period.</b></li> </ol> |
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