TOWN OF HEBRON · EST. 1792 · NEW HAMPSHIRE

Employee Time Sheet

Department:	*Highway Department*
Employee Name:	
Pay Period	
Total Hours this Pay Period:	

Date	Day of Week	Time in (1)	Time out (1)	Total	Time in (2)	Time out (2)	Total	Regular Hrs	Comments
	Sunday								

Road Name: 911 Street Address:

Work Performed:

Equipment used:

Material used: Purchased ○ Stock ○   *Material Type:*   *Quantity :*

Date		Time in (1)	Time out (1)	Total	Time in (2)	Time out (2)	Total	Regular Hrs	
	Monday								

Road Name: 911 Street Address:

Work Performed:

Equipment used:

Material used: Purchased ○ Stock ○   *Material Type:*   *Quantity :*

Date		Time in (1)	Time out (1)	Total	Time in (2)	Time out (2)	Total	Regular Hrs	
	Tuesday								

Road Name: 911 Street Address:

Work Performed:

Equipment used:

Material used: Purchased ○ Stock ○   *Material Type:*   *Quantity :*

Date		Time in (1)	Time out (1)	Total	Time in (2)	Time out (2)	Total	Regular Hrs	
	Wednesday								

Road Name: 911 Street Address:

Work Performed:

Equipment used:

Material used: Purchased ○ Stock ○   *Material Type:*   *Quantity :*

Date		Time in (1)	Time out (1)	Total	Time in (2)	Time out (2)	Total	Regular Hrs	
	Thursday								

Road Name: 911 Street Address:

Work Performed:

Equipment used:

Material used: Purchased ○ Stock ○   *Material Type:*   *Quantity :*

Date		Time in (1)	Time out (1)	Total	Time in (2)	Time out (2)	Total	Regular Hrs	
	Friday								

Road Name: 911 Street Address:

Work Performed:

Equipment used:

Material used: Purchased ○ Stock ○   *Material Type:*   *Quantity :*

Date		Time in (1)	Time out (1)	Total	Time in (2)	Time out (2)	Total	Regular Hrs	
	Saturday								

Road Name: 911 Street Address:

Work Performed:

Equipment used:

Material used: Purchased ○ Stock ○   *Material Type:*   *Quantity :*

Week 1 Total Hrs:

EMPLOYEE SIGNATURE   DEPARTMENT HEAD SIGNATIURE