

**Lakewood Community Recreation and Education Department  
Youth and Adult Activities Timesheet**

NAME			Youth & Adult Activities				DUE DATE		PAY DATE	
SOCIAL SECURITY NUMBER			A LPS NPS							
DAY	DATE	POSITION	IN ACTUAL	OUT ACTUAL	POSITION	IN ACTUAL	OUT ACTUAL	TOTAL HOURS		
SAT	/ /									
SUN	/ /									
MON	/ /									
TUE	/ /									
WED	/ /									
THUR	/ /									
FRI	/ /									
SAT	/ /									
SUN	/ /									
MON	/ /									
TUE	/ /									
WED	/ /									
THUR	/ /									
FRI	/ /									
TOTAL HOURS WORKED BY POSITION								PAY RATE/ PER HOUR		
YA	Youth Activities						001 3210 142 9001 204			
AA	Adult Activities						001 1450 142 9001 201			
CCD	Camp-Can-Do						001 3210 141 9001 204			
STOP	STOP						001 3210 141 9001 204			
OH	Ohio Heritage						001 3210 142 9001 204			
STOP	Safety Town						001 3210 142 9001 204			
KC	Kids Connection						001 3210 142 9001 204			
PP	Pre-School Potpourri						001 3210 142 9001 204			
Any variance from regular work schedule/attached documentation										
Employees Signature					Manager's Signature					
By signing this timesheet, I declare all information to be true and accurate										