# **TIME SHEET**

|  |  |
| --- | --- |
| Period Ending: |  |

**Town of Chaplin**

495 Phoenixville Road

Chaplin, CT 06235

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name: |  | Title: |  |
| Department: | **Registrars** | Supervisor: |  |

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| --- | --- | --- | --- | --- | --- |
| DATE | START TIME | END TIME | HOURS | OVERTIME HOURS | REGULAR HOURS |
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|  |  | Total Hours: | 0.00 | **0.00** | **0.00** |

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Signature: |  | Date: |  |
| Supervisor Signature: |  | Date: |  |

Overtime is any hours over 40 within a Sunday – Saturday week.

Time sheets for a fiscal quarter must be turned in within 2 days of the end of a quarter–quarters end March 31, June 30, September 31, and December 31.