

# TIME SHEET

## Town of Chaplin

495 Phoenixville Road  
Chaplin, CT 06235

Period Ending:	
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Employee Name:		Title:	
Department:	<b>Registrars</b>	Supervisor:	

DATE	START TIME	END TIME	HOURS	OVERTIME HOURS	REGULAR HOURS
			Total Hours:		

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.