



Inclusion Aide Time Sheet

West Suburban Special Recreation Association

Fax: 847.455.2157 Email: timesheets@wssra.net

Name: _____

Signature: _____

Record total hours to the closest quarter hour.

15 minutes = .25

30 minutes = .50

45 minutes = .75

Participants Name (First & Last)	Program	Park District	Date Worked	Time In	Time Out	Total hours	Park District Supervisor Signature (must be signed after each date worked)

It is your responsibility to deliver this time sheet to the WSSRA office, 2915 Maple Street, Franklin Park. Time sheets can be faxed to 847.455.2157.

All time sheets must be in the office AT 12:00 PM the Monday prior to pay day.
If a holiday falls on that Monday, the time sheet must be in the office the Friday before

OFFICE USE ONLY



2017 Pay Periods

TIME SHEETS ARE DUE BY NOON ON THE DUE DATE UNLESS OTHERWISE NOTED.

<u>Dates Worked</u>	<u>Timesheet Due</u>	<u>Pay Day</u>
12.17.16-12.30.16	01.02.17	01.06.17
12.31.16-01.13.17	01.16.17	01.20.17
01.14.17-01.27.17	01.30.17	02.03.17
01.28.17-02.10.17	02.13.17	02.17.17
02.11.17-02.24.17	02.27.17	03.03.17
02.25.17-03.10.17	03.13.17	03.17.17
03.11.17-03.24.17	03.27.17	03.31.17
03.25.17-04.07.17	04.10.17	04.14.17
04.08.17-04.21.17	04.24.17	04.28.17
04.22.17-05.05.17	05.08.17	05.12.17
05.06.17-05.19.17	05.22.17	05.26.17
05.20.17-06.02.17	06.05.17	06.09.17
06.03.17-06.16.17	06.19.17	06.23.17
06.17.17-06.30.17	07.03.17	07.07.17
07.01.17-07.14.17	07.17.17	07.21.17
07.15.17-07.28.17	07.31.17	08.04.17
07.29.17-08.11.17	08.14.17	08.18.17
08.12.17-08.25.17	08.28.17	09.01.17
08.26.17-09.08.17	09.11.16	09.15.17
09.09.17-09.22.17	09.25.17	09.29.17
09.23.17-10.06.17	10.09.17	10.13.17
10.07.17-10.20.17	10.23.17	10.27.17
10.21.17-11.03.17	11.06.17	11.10.10
11.04.07-11.17.17	11.20.17	11.24.17
11.18.17-12.01.17	12.04.17	12.08.17
12.02.17-12.15.17	12.18.17	12.22.17