

Kennewick High Athletic Boosters Club

WEEKLY TIME RECORD FORM

Employee Name: _____

Kennewick Activity: _____

	Date	Start Time	End Time	Daily Hours
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

* record time to the nearest quarter hour

Total Hours	
--------------------	--

Employee Signature: _____

_____ date

This section to be filled out by the Coach:

Hourly Pay rate: _____

Activity Representative Signature _____ date _____

* employee must have a completed W-4 attached or on record.