# Payroll Timesheet

Please list all hours worked coaching the club sessions, along with any administrative hours. Once complete, please submit to aldergrovefsctreasurer@gmail.com

## Payee Information

Name: _____ Date: _____

## Timesheet Details

| Date | Session Description | Start Time | End Time | Hours to be Paid | Type* |
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*Type is to be C (Coaching) or A (Admin Hours)

Total Admin Hours: _____ Total Coaching Hours: _____

## Authorization

Employee Signature _____ Date: _____

Approval Signature _____ Date: _____