# First Parish Plymouth

# TIME SHEET

19 Town Square
Plymouth, MA. 02360

**Employee Name:** **Title:**

**Department:** **Supervisor:**

| Date | Start Time | End Time | Regular Hrs. | Wedding/ Event hours | Total Hrs. |
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| | | **WEEKLY TOTALS:** | | | |

Employee Signature: Date:

Supervisor Signature: Date:

*Time sheets **must be signed** by your supervisor each week.