

Canajoharie Library and Arkell Museum

Name: _____

Pay period start date: _____

Pay period end date: _____

| Day | Date | Regular Hours | Event Hours* |
|--------------|------|---------------|--------------|
| Sunday | | | |
| Monday | | | |
| Tuesday | | | |
| Wednesday | | | |
| Thursday | | | |
| Friday | | | |
| Saturday | | | |
| | | | |
| Sunday | | | |
| Monday | | | |
| Tuesday | | | |
| Wednesday | | | |
| Thursday | | | |
| Friday | | | |
| Saturday | | | |
| Total Hours: | | | |

Desk Staff Full Day Work Hours:

Mon-Fri. 9:45-5:15 = 7 hrs.

Wed. 9:45-7:30 = 9.25 hrs.

Sat.-Sun. 11:45-5:15 = 5.5 hrs.

*Include Name of Event/Program/Rental (eg "4 hrs; Harvest Feast")

Employee signature & date: _____

Manager signature & date: _____