

TBEY ARTS Center, Inc. Bi-Weekly Staff Timesheet

TBEY Arts Center, Inc.
2266 N. Prospect Avenue
Suite 325B
Milwaukee, WI 53202
Office: 414.562.8239

Employee Name: _____

Supervisor Name: _____

Bonus Amount: \$ _____

Week Of: _____

Day of Week	TBEY Membership Program (ASAP)	TBEY ArtReach Program	Summer Arts Programs (SAP)	SuperNova	Research / Planning	Admin Staff Hours	Pre-Approved Overtime	Holiday Pay	TOTAL HOURS	TBEY Art Reach Program Name of Partnering Organization/School	Notes
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
Saturday											
Sunday											
Total Hours Reported:											
Rate/Hour	\$	\$	\$	\$	\$	\$		\$			
Total Week Pay:										\$	

Week Of: _____

Day of Week	TBEY Membership Program (ASAP)	TBEY ArtReach Program	Summer Arts Programs (SAP)	SuperNova	Research / Planning	Admin Staff Hours	Pre-Approved Overtime	Holiday Pay	TOTAL HOURS	TBEY Art Reach Program Name of Partnering Organization/School	Notes
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
Saturday											
Sunday											
Total Hours Reported:											
Rate/Hour	\$	\$	\$	\$	\$	\$		\$			
Total Week Pay:										\$	
Total Pay Period Wage (Bi-Weekly):										\$ _____	

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Executive Director Signature _____ Date _____