



# TOWN OF UPTON

## WEEKLY SENIOR TAX WORK-OFF TIME SHEET

<b>NAME:</b>										<b>HRS</b>	<b>DEPARTMENT</b>	<b>WEEK ENDING</b>

	IN	OUT	L	IN	OUT	L	IN	OUT	REG HOURS	OT HOURS	TC	RC	D.L.C.	NATURE OF WORK
SAT														
SUN														
MON														
TUES														
WED														
THUR														
FRI														
<b>Weekly Total</b>														

DIST LETTER CODE D.L.C.

T - Tax Work-off

To be filled out each week:

- a. One Copy to the COA Director

\_\_\_\_\_  
SIGNED BY TAX WORK-OFF VOLUNTEER

\_\_\_\_\_  
APPROVED BY DEPT. SUPERVISOR/MGR