

# Northern Community & School Recreation Coordinator Program



## Time Tracking & Accountability

Most employers will have an established method of tracking hours/time worked by their employees. This is an important HR process as the CSRC is often working independently and out of school hours. A detailed tracking system helps to increase communication between the CSRC and their Supervisor and also ensures the program requirement of full-time employment is being met. Supervisors may require that the CSRC log a daily record of tasks completed after school and in the evening that they can review the next morning to stay up to date on program happenings, issues or concerns.

### Sample Time Tracking Sheet

**Employee Name:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_

**MONTH:** \_\_\_\_\_

Day	Date	# of Hours Worked	Brief Description of Work
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
<b>Total hours for the Week</b>			

<b>Total hours for the Month</b>	
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