

NAME: _____

EMPLOYEE TIME SHEET

Pay Period Ending Date: _____

	Date	In	Out		In	Out	PTO/Notes	Total Hrs Paid
Sun								
Mon				L				
Tues				U				
Wed				N				
Thurs				C				
Fri				H				
Sat								
							Weekly Subtotal	

	Date	In	Out		In	Out	PTO/Notes	Total Hrs Paid
Sun								
Mon				L				
Tues				U				
Wed				N				
Thurs				C				
Fri				H				
Sat								
							Weekly Subtotal	

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Sun								
Mon				L				
Tues				U				
Wed				N				
Thurs				C				
Fri				H				
Sat								
							Weekly Subtotal	

Monthly Total _____

Employee Signature: _____ Date Signed: _____
 Pastor/Director Signature: _____ Date Signed: _____

Note: Each work week starts on a Sunday & ends on a Saturday. The pay period is a month time period as shown above. Overtime (paid at time-and-a-half) is paid for hours WORKED over 40 each work week.

<i>For Payroll Use Only</i>	
Pay Period ST	
Pay Period OT	