

TIME SHEET

Employee name on payroll (CLEARLY PRINTED) _____

For the Payroll Period ending _____

Parish _____ City _____

EXAMPLE

DATE	TIME FROM	TIME TO	TIME FROM	TIME TO	REG HOURS	O/T HOURS	DISASTER	SICK	FFCRA	VACATION	DSR HOLIDAY	DESCRIPTION
5/18/2015	8:00AM	12:00PM	1:00 PM	5:00 PM	8.00							
5/21/2015	8:00AM	12:00PM	1:00 PM	6:00PM	8.00	1.0						WORKING ON A PROJECT
5/22/2015	8:15 AM	2:45PM			6.50							
5/23/2015	8:00AM	12:00PM	12:30PM	3:00PM	6.50			0.50				DR APPT
5/24/2015	8:00AM	12:00PM	1:00 PM	4:30PM	7.50							
5/25/2015								8.00				ILL
5/28/2015											8.00	Holiday (MEMORIAL DAY)
5/29/2015										8.00		PERSONAL VACATION DAY
5/30/2015	8:00 AM	10:00 AM			2.00		6.00					Normally scheduled 8 hours
6/1/2020									8.00			FFCRA EE Sick Leave ill with covid
SAMPLE												
Total hours:					38.50	1.00	6.00	8.50	8.00	8.00	8.00	70.00

For payroll hours worked from 4/1/20 the following paid leaves/tax credits are available. They cannot be used for the same wages covered by the PPP loan, but can be used for wages after or before.

PLEASE CONTACT LORI NORICA LNORICA@SRDIOCESE.ORG BEFORE USING THESE CODES

FFCRA EE Sick Leave (Emergency Paid Sick Leave for Employee)
 FFCRA Dep Family Leave (Emergency Paid Sick Leave for Care of Family)
 FFCRA Ch EFMLA (Emergency Family Medical Leave for Care of Child)

These leaves are available for working employees that have specific illnesses or situations that occur as a result of the Covid-19 pandemic.
 Please use the appropriate IBS code with additional information in description column.

I certify that the above information is correct and that I have received all required meal and/or rest periods.

 Employee Signature Date

 Supervisor Signature Date

Pay period ends on the 8th and the 23rd time sheets are due the 9th and the 24th unless noted differently

Please complete in ink and use decimals to show partial hours and round to the nearest fifteen minutes.

ALL OVERTIME MUST BE APPROVED BY PASTOR

NON-EXEMPT HOURLY EMPLOYEE TIME SHEET

Employee Name (CLEARLY PRINTED) _____

Payroll Period ending _____

Parish/School _____ City _____

DATE	TIME FROM	TIME TO	TIME FROM	TIME TO	REG HOURS	O/T HOURS	DISASTER	SICK	FFCRA	VACATION	DSR HOLIDAY	DESCRIPTION
Total hours:												

For payroll hours worked from 4/1/20 the following paid leaves/tax credits are available. They cannot be used for the same wages covered by the PPP loan, but can be used for wages after or before.

PLEASE CONTACT LORI NORICA LNORCIA@SRDIOCESE.ORG BEFORE USING THESE CODES

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FFCRA Ch EFMLA (Emergency Family Medical Leave for Care of Child)

These leaves are available for working employees that have specific illnesses or situations that occur as a result of the Covid-19 pandemic. Please use the appropriate IBS code with additional information in description column.

I certify that the above hours are correct and that I have received all required meal and/or rest periods.

Employee Signature Date

Pastor/Supervisor Signature Date

Pay period ends on the **8th and the 23rd** Time sheets are due on the **9th or the 24th** unless otherwise noted

Please complete in ink, use decimals to show quarter hour increments, and for Time In round BACK to the nearest quarter and for Time Out round TO the nearest quarter.

ALL OVERTIME MUST BE APPROVED BY PASTOR/PRINCIPAL _____
Pastor/Principal Date