

First Presbyterian Church of Conroe Weekly Timesheet (Sun-Sat)

Employee: read items 1-8 and enter requested information.

1. This form is to be used by nonexempt employees to record time worked. This form must be submitted **weekly** to the Church Administrator at the end of your work week. Use a separate timesheet for each work week. ALL TIME worked must be recorded. Enter the date (mm/dd/yy) for each day you worked in a single week.

2. If **nursery worker**, also indicate in **comments** section: (1) number of children present, and (2) purpose of event.

3. The comments section can be used by any employee to record hours of leave time taken, with these **Leave Codes**:

H=Holiday, J=Jury Duty, V=Vacation, P=Personal, F=FMLA, L=Leave without pay, B=Bereavement, S=Sick, E=Education/Training

4. WEEK ENDING: (mm/dd/yy)						
5. EMPLOYEE NAME: (First, Last)						
6. Employee Enter Below			Office Only			
DAY and DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	HOURS WORKED*	COMMENTS
SUN ___/___/___						
MON ___/___/___						
TUE ___/___/___						
WED ___/___/___						
THU ___/___/___						
FRI ___/___/___						
SAT ___/___/___						

Total Hours Worked (Office Only)

TOTAL HOURS*:		REG HRS*:		OVER 40 HRS*:		COMMENTS:
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*Show hours and minutes to decimal, i.e. 3.5, 3.25, 3.17, 3.08 (min/60)

7. Employee Signature:	8. Date:
Approval Signature:	Date:

Processed by:

Payroll:	Date:	Hours Paid:	Check #:
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