

First Presbyterian Church of Conroe Weekly Timesheet (Wed-Tue)

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
WED ___/___/___						
THU ___/___/___						
FRI ___/___/___						
SAT ___/___/___						
SUN ___/___/___						
MON ___/___/___						
TUE ___/___/___						

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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