

TIME SHEET

Name of Small Group Leader You Are Providing Childcare For: _____

Employee Name: _____

Dates of Hours Worked: _____

Pay Periods are from the 11th of the month through the 25th of the month (time sheets due by 5:00 PM on the 25th) and the 26th of the month through the 10th of the month (time sheets due by 5:00 PM on the 10th).

Time sheets are to be returned to Sherry Strickland by 5:00 PM on payroll due dates.

Paychecks will be in your box by 9:00 AM on the 1st and 15th of the month.

Payroll checks for employees who are required to turn in time sheets but do not turn them in by the due date will be rolled into the next pay period.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
Date:								
Time In:								
Break Out:								
Break Return:								
Time Out:								
Total Hours/Day								
Total Hours/Week:								

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
Date:								
Time In:								
Break Out:								
Break Return:								
Time Out:								
Total Hours/Day								
Total Hours/Week:								

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
Date:								
Time In:								
Break Out:								
Break Return:								
Time Out:								
Total Hours/Day								
Total Hours/Week:								

Signature of Employee: _____

Approved By: _____

Date: _____

Account: Childcare