

**Northern New England Conference of Seventh-day Adventists, Inc.**  
**Local Church and School Timesheet**

FOR THE HOURLY PAY PERIOD:			
	MM	DD	YYYY
<b>BEGINNING:</b>			
<b>ENDING:</b>			

  

<b>PRINT EMPLOYEE NAME:</b>	
<b>PRINT LOCAL CHURCH NAME:</b>	
<b>PRINT JOB TITLE:</b>	

**SHADED AREAS MUST BE COMPLETED FOR PAYROLL TO BE PROCESSED**

	Date			# of Hours worked
	MM	DD	YYYY	
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
<b>TOTAL:</b>				<b>0</b>

**COMPLETED FORMS MUST BE RECEIVED BY NNEC TREASURY  
3 DAYS PRIOR TO SCHEDULED PAY DATE.**

EMAIL ANY QUESTIONS TO [payroll@nnec.org](mailto:payroll@nnec.org).  
SUBMIT TIME CARD VIA ONE OF THE THREE METHODS BELOW.

1. VIA EMAIL (PREFERRED) TO:  
[Payroll@nnec.org](mailto:Payroll@nnec.org)  
(You will receive an "acknowledgment of receipt" email)

2. VIA MAIL TO:  
**NNEC ATTN.: TREASURY DEPARTMENT**  
**479 Main St., Westbrook ME 04092**

3. VIA FAX: **207-797-2851**

			INSTRUCTIONS
<b>Item#10100</b>	<b>A</b>	<b>0</b>	<p>A = Total # of Hours Worked</p> <p>B = Adj. Hourly Pay Rate</p> <p>C = Gross Pay (Box A times Box B)</p> <p>E = Employer's Social Security (Box C times Box D rounded to the nearest cent)</p> <p>G = <u>IF</u> the employee regularly works over 19 hours per week, include Employer Basic 403b Retirement (Box C times Box F)</p> <p>H = Total for local church to send to NNE Conf. (Boxes C+E+G)</p>
	<b>B</b>	\$ -	
<b>Wages</b>	<b>C</b>	\$ -	
	<b>D</b>	<b>x 0.0765</b>	
<b>Item#41701</b>	<b>E</b>	\$ -	
	<b>F</b>	<b>x 0.05</b>	
<b>Item#41500</b>	<b>G</b>	\$ -	
	<b>H</b>	\$ -	

	\$
<input type="checkbox"/> ACH debit church / school bank account	\$ -

2025 Minimum Wage Data	
<b>Maine</b>	<b>\$14.65/hr</b>
<b>New Hampshire</b>	<b>\$7.25/hr</b>
<b>Vermont</b>	<b>\$14.01/hr</b>

Hourly Pay Rate	
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(\*\*must comply with state minimum wage)

<b>EMPLOYEE SIGNATURE:</b>
<b>LOCAL SUPERVISOR SIGNATURE:</b>