

Northern New England Conference of Seventh-day Adventists, Inc.

Local Church and School Timesheet

FOR THE HOURLY PAY PERIOD:

	MM	DD	YYYY
BEGINNING:			
ENDING:			

PRINT EMPLOYEE NAME:	
PRINT LOCAL CHURCH NAME:	
PRINT JOB TITLE:	

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				
	TOTAL:			0

COMPLETED FORMS MUST BE RECEIVED BY NNEC TREASURY
3 DAYS PRIOR TO SCHEDULED PAY DATE.
EMAIL ANY QUESTIONS TO payroll@nnecc.org.
SUBMIT TIME CARD VIA ONE OF THE THREE METHODS BELOW.
1. VIA EMAIL (PREFERRED) TO:
Payroll@nnecc.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

Item#10100	A	0	INSTRUCTIONS A = Total # of Hours Worked B = Adj. Hourly Pay Rate C = Gross Pay (Box A times Box B) E = Employer's Social Security (Box C times Box D rounded to the nearest cent) G = <i>IF</i> the employee regularly works over 19 hours per week, include Employer Basic 403b Retirement (Box C times Box F) I = <i>IF</i> the employee works in Maine, multiply by Box C by .01; <i>IF</i> employee works in Vermont, multiply Box C by .0044, otherwise leave blank. (Box C times .01 or .0044 or -0-) J = Total for local church to send to NNE Conf. (Boxes C+E+G+I)
Wages	B	\$ -	
Item#41701	C	\$ -	
Item#41500	D	x 0.0765	
F	E	\$ -	
H	F	x 0.05	
Item#41716	G	\$ -	
I	H	X 0.01 or .044	
J	I	\$ -	
	J	\$ -	
<input type="checkbox"/> ACH debit church / school bank account \$ -			

2026 Minimum Wage Data	
Maine	\$15.10/hr
New Hampshire	\$7.25/hr
Vermont	\$14.42/hr
EMPLOYEE SIGNATURE:	
LOCAL SUPERVISOR SIGNATURE:	

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