

# 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@nnec.org.  
SUBMIT TIME CARD VIA ONE OF THE THREE METHODS BELOW.

1. VIA EMAIL (PREFERRED) TO:

**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

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 = IF the employee regularly works over 19 hours per week,  
include Employer Basic 403b Retirement (Box C times Box F)

I = IF the employee works in Maine, multiply by Box C by .01; IF  
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)

☐ ACH debit church / school bank account \$ -

### 2026 Minimum Wage Data

Maine	\$15.10/hr
New Hampshire	\$7.25/hr
Vermont	\$14.42/hr

Hourly Pay Rate

(\*\*must comply with state minimum wage)

EMPLOYEE SIGNATURE:

LOCAL SUPERVISOR SIGNATURE: