

# The Church

## TIMESHEET

In order for your time sheet to be paid. You must completely fill in the blanks below. Any incomplete time sheet will be returned for your completion before being paid.

**Instructions:**

Fill in the day's date next to the days you have worked. At the end of the work week, total up your hours, write them in the "Grand Total" box, and sign and date the bottom.

NAME: \_\_\_\_\_

Day:	In:	Out:	Lunch:	Daily Total:
Monday _____				
Tuesday _____				
Wed. _____				
Thurs. _____				
Friday _____				
Sat. _____				
Sun. _____				
<b>Grand Total:</b>				

Your signature below indicates that you have completed this form in its entirety and that all information is correct.

X \_\_\_\_\_ Date: \_\_\_\_\_

For department Head Use: Hours written above verified and approved by:

Name: \_\_\_\_\_ Department: \_\_\_\_\_