

**ALLEGHENY EAST CONFERENCE OF SEVENTH-DAY ADVENTISTS
HOURLY TIME SHEET**

You must record a) all actual time worked, b) your actual starting/stopping times each work day, and c) the actual times that you leave and return to work for any partial day absences, as required by the Fair Labor Standards Act.

Work Location & Department _____

Job Title _____

Ending Date _____

Month	Day**	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	Hours Worked	Supervisor Initials As Needed*
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
Total											
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
31											
Total											

Name _____
 Address _____
 City/State _____ Zip _____
 Phone _____
 Email _____

CHECK IF NEW ADDRESS

The following hours (with dates) were sick time: _____

The following hours (with dates) were vacation time: _____

I certify that I have reported on this time sheet all working time during each work week of this payroll period, and that I have not omitted any hours worked, including any overtime hours, from this time sheet. I understand that false, misleading, or omitted information on this report may result in the termination of my employment.

*

Employee's Signature

*

Date

*

Supervisor's Signature

*You must obtain your Supervisor's prior approval for any additional working time or overtime beyond your scheduled hours and have him/her initial this time on that date.
 **Conference hourly employees may not perform assigned ministry on the Sabbath except in accordance with the NAD Working Policy and the prior approval of their Supervisor.

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