

First United Methodist Church of Winter Garden

TIME SHEET For _____

Reminder: An employee cannot work more than the maximum allowable hours stipulated in his or her job description without prior authorization from the Business Manager.

Semi-Monthly
Ending Date (Month)

Day
(Enter 15th or 30th)

Date	General Nature of Activity Relating to Your Job Description	Daily Total Hours

TOTAL HOURS THIS PAY PERIOD _____

--	--

Employee Signature *(Hours complete & accurate)*

Date

--	--

Authorization to Pay

Date