

Bi-weekly Time Sheet

Georgia-Cumberland Conference

Week starting:

Employee:

Location:

Date	MM/DD/YEAR	Time In	Time Out	Lunch	Time In	Time Out		Admin	Vacation	Holiday	Total
Sunday											
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
Saturday											
								Weekly Total			
Sunday											
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
Saturday											
								Weekly Total			
Bi-Weekly Total											

INSTRUCTIONS

Enter "Time In" or "Time Out" in following format: "8:00 am" (or pm as applicable).

Confirm "am" or "pm" are correctly indicated for each entry.

If applicable, enter "Admin", "Vacation", or "Holiday" as total hours taken. (i.e. 3.25 = 3 hours 15 min)

Note: Totals are calculated in hundredths of an hour, versus minutes.

Treasurer reports "Bi-weekly Totals" for payment processing.

File Time Sheet Locally - Do not send to the conference.

I certify that these hours are a true and accurate record of all time worked during pay period.

Employee Signature

Supervisor Signature