



# Employee Time Card

(Must be Completed in Ink)

*Please complete the timesheet in its entirety, including  
DATES, TIME IN, TIME OUT, HRS WK, TOTALS FOR WEEK, AND MINISTRY ALLOCATION.*

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

Ministry: \_\_\_\_\_

	1 <sup>st</sup> Week			
	Date	Time In	Time Out	Hrs Wk
R				
F				
S				
S				
M				
T				
W				
Totals for Week				

*Please use the  
Hourly Portions  
table to allocate  
partial hours.*

Hourly portion	
0.1	:01 - :06
0.2	:07 - :12
0.3	:13 - :18
0.4	:19 - :24
0.5	:25 - :30
0.6	:31 - :36
0.7	:37 - :42
0.8	:43 - :48
0.9	:49 - :54
1.0	:55 - 60

2 <sup>nd</sup> Week				
	Date	Time In	Time Out	Hrs Wk
R				
F				
S				
S				
M				
T				
W				
Totals for Week				

*Please total your hours and place in the appropriate ministry box(es) below*

Administration	
Adult Ministries	
AWANA	
AVL	
Care & Support	
Childcare	
Children's Ministry	
Churchlife	
College	

DBSM	
DGM	
GAP	
His Workmanship	
Legacy	
Media	
Men's Ministry	
Missions	
Music	

Next Gen	
Printshop	
Reconciliation/Re-Engage	
Safety & Security	
Seminary (Hours Worked)	
SWEAT	
Women's Ministry	
Wedding	
Young Adults	

Employee: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date

Date

**Timesheets are due in the Church Office by 5pm on the second Wednesday of a pay period.**