

Dexter United Methodist Church

Timesheet \$ _____

Rev 20110114a

NAME _____

Semi-monthly ending date: _____ / 10th 25th
Month (Check one)

DATE	TIMES WORKED	DAILY TOTAL
TOTAL HOURS <small>(Nearest quarter-hour)</small>		

 Employee Signature - Hours are complete and accurate Date

 Account Number to charge Account Name to charge

 Supervisor Signature - Authorization to pay Date

Hourly Employee: Sign & submit form to your Supervisor by the end of your last shift ending on or before the 10th and 25th
Supervisor: Sign & submit form to Treasurer by midnight of the 10th and 25th
Treasurer: Submit checks for payment by midnight of the 15th and last day of the month for Contractor & Casual Employees, and by noon of the 15th and last day of the month for Regular Employees