

Potomac Conference Corporation of Seventh-day Adventists

Courtesy Payroll Time Record

Employee Name (Please print) _____ S.S# _____
 Job Title _____ Time Period Covered by Report _____

Procedure: 1. Record all hours worked each day. 2. Sub-total all hours each week as of 12:00 a.m. on Saturday and record under "Weekly Sub-Total". 3. Total all regular and overtime hours worked per month and record at the bottom of the sheet. 4. Sign and date report. 5. Have report signed by authorizing individual. 6. Fax or mail immediately after the 15th of each month to: Diana Boyd, Potomac Conference Corporation of SDA, 606 Greenville Ave., Staunton, VA 24401; Fax 540-886-8031.

A.M.

P.M.

Month	Date	Time in	Time out	Time in	Time out	Hrs Worked	Weekly Sub-Total
	16						
	17						
	18						
	19						
	20						
	21						
	22						
	23						
	24						
	25						
	26						
	27						
	28						
	29						
	30						
	31						

A.M.

P.M.

Month	Date	Time in	Time out	Time in	Time out	Hrs Worked	Weekly Sub-Total
	1						
	2						
	3						
	4						
	5						
	6						
	7						
	8						
	9						
	10						
	11						
	12						
	13						
	14						
	15						

✓**Reminder:** Please mail or fax time sheet immediately after the 15th

Regular Hours	
*Overtime Hours	
Total Hours	

Employee Signature _____ **Date** _____

Hiring Organization: _____ **Authorizing Signature** _____ **Date** _____

*Federal law requires the payment of overtime (1.5 times the regular rate) for hours worked beyond 40 per week. The work week begins at 12:01 a.m. on Sunday and ends at 12:00 midnight on Saturday. By law, an employee may not waive the right to receive overtime pay "just for the work experience" or "to volunteer my time." Note: Employers are not required to pay employees for time spent during bona fide meal periods of at least 30 minutes in length if the employee is completely freed from duties during the meal period. Snack breaks or rest periods are compensable.