Messiah Lutheran Church

Bi-Weekly Time Card

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

Biweekly pay periods at Messiah begin on Sunday at 12:00 AM and end the second Saturday at 11:59 PM.

Biweekly time-cards MUST be submitted by Saturday every two weeks to the **Treasurer’s office mailbox**. If time-cards are not submitted on time, it will delay payment of wages as our Treasurer works on a voluntary basis (mostly on Tuesdays).

Hourly employees will be paid by Direct Deposit the Friday AFTER their pay period. **If an issue with payment or reporting hours is encountered, please contact Messiah’s Personnel Chair Pete Jones at jonesp714@gmail.com.**

Please include dates worked when filling out the timecard below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Week 1** | **Hours Worked** | **Time In** | **Break/Lunch** | | | **Time Out** |
| Sunday |  |  |  | |  |  |
| Monday |  |  |  | |  |  |
| Tuesday |  |  |  | |  |  |
| Wednesday |  |  |  | |  |  |
| Thursday |  |  |  | |  |  |
| Friday |  |  |  | |  |  |
| Saturday |  |  |  | |  |  |
| **TOTAL HOURS WORKED WEEK 1** |  |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Week 2** | **Hours Worked** | **Time In** | **Break/Lunch** | | | **Time Out** |
| Sunday |  |  |  | |  |  |
| Monday |  |  |  | |  |  |
| Tuesday |  |  |  | |  |  |
| Wednesday |  |  |  | |  |  |
| Thursday |  |  |  | |  |  |
| Friday |  |  |  | |  |  |
| Saturday |  |  |  | |  |  |
| **TOTAL HOURS WORKED WEEK 2** |  |  | |

**\_\_\_\_\_\_\_\_\_\_\_\_ \*\*Total Hours Worked this pay period**

**Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

By signing this form, I, the signatory, to hereby certify that this form represents an accurate description of my hours, to the best of my ability.

Any misrepresentation of these hours is grounds for discipline, up to, and including immediate dismissal.