

UPC Payroll Time Sheet

Pay Period: _____

Employee Name: _____ **Position:** _____

Date	Start Time	End Time	Name of Event	Total Hours
Weeks Total:				

Supervisor Signature: _____

Employee Signature: _____

Instructions:

- 1. Please use only one time sheet for each pay period.
- 2. Please sign above.
- 3. It must be signed by your supervisor.
- 4. The supervisor will turn your time sheet in to the church office on the last day of the pay period.