

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.