



**FIRST UNITED METHODIST CHURCH**  
 1005 Stover St. Fort Collins, CO 80524

**SEMI MONTHLY  
 TIME SHEET**

10th - 24th 25th - 9th

NAME: \_\_\_\_\_

Period of: \_\_\_\_\_

Day/Date:	Time In	Time Out	Time In	Time Out	Hrs Worked			
Sun -								
Mon -								
Tues -								
Weds -								
Thurs -								
Fri -								
Sat -								
					<b>Week Total</b>	-		
Sun -								
Mon -								
Tues -								
Weds -								
Thurs -								
Fri -								
Sat -								
					<b>Week Total</b>	-		
Sun -								
Mon -								
Tues -								
Weds -								
Thurs -								
Fri -								
Sat -								
					<b>Week Total</b>	-		
<b>NOTES /ACCT#</b> _____ _____ _____ _____ _____ _____ _____ _____						<b>Regular Hrs</b>		
						<b>Contract Hrs</b>		
						<b>Sick Leave Hrs</b>		
						<b>Vacation Hrs</b>		
						<b>Holiday Hrs</b>		
						<b>OT Hrs</b>		
						<b>Tot Pay Hrs</b>		
						<b>DEPT:</b> <i>(circle one)</i> <b>E</b> Admin. <b>M</b> Clergy <b>P</b> Custodial <b>L</b> Music <b>O</b> Child Care <b>Y</b> MDO <b>E</b> Wedding <b>E</b> Event		
						<b>C O N T R A C T</b>		Music Wedding Events Other:
						<b>SIGNATURE: EMPLOYEE</b> (or CONTRACT STAFF) X		
						<b>SUPERVISOR</b>  X		
						<i>(Circle One)</i> <b>Hold for</b>		
						<b>Mail</b>	<b>Pickup</b>	
Date Paid		CHECK#		NOTE:				