

Round Rock Christian Church Timesheet

Name: _____

Approved by _____

Signature: _____

Date _____

Position: _____

Pay Period: _____

		<i>Date</i>	<i>Hours</i>	<i>Notes</i>
<i>Week 1</i>	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			
	Saturday			
	Sunday			
<i>Week 2</i>	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			
	Saturday			
	Sunday			
		<i>Total Hours:</i>		

See Payroll Schedule for timesheet submission date. For benefits used (sick leave, annual leave, comp time, etc.) during this pay period, please include that information in the "Notes" column.