

EMO Employee Time Sheet

Completed time sheets must be submitted to the EMO Central Office by 9 a.m. on the Monday immediately following the end of the pay period.
(See instructions on reverse.)

Name of Employee _____

Program Name _____

Pay Period Beginning _____

Pay Period Ending _____

Date								Total								Total	Total
Day	SUN	MON	TUE	WED	THU	FRI	SAT	WK1	SUN	MON	TUE	WED	THU	FRI	SAT	WK2	Pay Period
Regular																	
Overtime																	
Vacation																	
Sick Leave																	
Paid Holiday																	

I herein affirm that the above hours accurately reflect the hours of work completed.

Employee Signature

Approved by

Employee Time Sheet Instructions

The time sheet is the primary document used to calculate your compensation (i.e., regular and overtime pay), and if qualified, part of your employee benefits (i.e., vacation, sick leave and paid holidays). Therefore, it is vital that your time sheet(s) are accurate, signed and turned in to your supervisor on time. The current Payroll Calendar lists the payroll periods and the payroll date(s). Please refer to the current Payroll Calendar when completing your time sheet(s).

Instructions

The following section does not supersede the Ecumenical Ministries of Oregon Employment Policies and Procedures Manual. If you have questions, refer to your Employment Policies and Procedures Manual, your supervisor or the Central Office.

1. Using a pen (no red ink), clearly print your name, program, the dates the pay period begins and ends, and the proper date above each day.
2. *Regular Hours* – Write the total number of hours you worked each day under the appropriate day/date column. Add the hours you worked each day and write the total hours you worked each week. The regular line totals should never exceed 40 hours.
3. *Overtime Hours* – Overtime is defined as hours worked during a work week in excess of 40 hours. When your regular hours worked equal 40, any additional hours are recorded on the Overtime line under the appropriate day/date column.
4. *Vacation Hours* – Write the total number of vacation hours on the vacation line under the appropriate day/date column (for approved vacation time).
5. *Sick Leave* – Accrued sick leave may be used for any bona fide illness, injury or medical appointment. Indicate hours you were scheduled to work but did not work due to illness, injury or medical appointment.
6. *Paid Holiday* – EMO observes 13 paid holidays, which includes one employee chosen date. If a paid holiday occurs in the pay period, write “H” on the Paid Holiday line under the appropriate day/date column. The paid holiday hours will be pro-rated based on the average amount of hours you worked that week. (If using your approved personal holiday, write “PH” on the Paid Holiday line.)
7. *Employee Signature* – The time sheet is complete once you have properly calculated your hours worked and signed the form. Turn completed time sheet(s) in to your supervisor for their approval, signature and delivery to EMO.