



# Locally-Funded Payroll Report

**New address**

Employee Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone number: \_\_\_\_\_

## Mountain View Conference

1400 Liberty St.  
 Parkersburg, WV 26101  
 (304) 422-4581 ~ Phone  
 (304) 422-4582 ~ Fax

Location working: \_\_\_\_\_

Circle Payroll Period

- (circle)  
 Church  
 School  
 Thrift Store  
 Other

| HOURLY  |      |             |
|---|------|-------------|
| Enter time as hour and decimal as indicated by conversion table rounded to the nearest 5 minutes. |      |             |
| Day   | Date | Total Hours |
| Sunday  |      |             |
| Monday  |      |             |
| Tuesday   |      |             |
| Wednesday   |      |             |
| Thursday  |      |             |
| Friday  |      |             |
| Saturday  |      |             |
| Week Total  |      |             |
| Day   | Date | Total Hours |
| Sunday  |      |             |
| Monday  |      |             |
| Tuesday   |      |             |
| Wednesday   |      |             |
| Thursday  |      |             |
| Friday  |      |             |
| Saturday  |      |             |
| Week Total  |      |             |
| <b>Total Hours</b>  |      |             |
| X   |      |             |
| <b>Total Gross Pay</b>  |      | =           |

|                  |      |
|------------------|------|
| Minimum wage     |      |
| \$               | 8.75 |
| as of 01/01/2016 |      |
| Conversion table |      |
| 5 min            | 0.08 |
| 10 min           | 0.17 |
| 15 min           | 0.25 |
| 20 min           | 0.33 |
| 25 min           | 0.42 |
| 30 min           | 0.50 |
| 35 min           | 0.58 |
| 40 min           | 0.67 |
| 45 min           | 0.75 |
| 50 min           | 0.83 |
| 55 min           | 0.92 |

| 2021 Payroll Periods        |
|-----------------------------|
| #1 Dec 20,2020-Jan 2, 2021  |
| #2 Jan 3-Jan 16             |
| #3 Jan 17-Jan 30            |
| #4 Jan 31-Feb 13            |
| #5 Feb 14-Feb 27            |
| #6 Feb 28-Mar 13            |
| #7 Mar 14-Mar 27            |
| #8 Mar 28-Apr 10            |
| #9 Apr 11-Apr 24            |
| #10 Apr 25-May 8            |
| #11 May 9-May 22            |
| #12 May 23-June 5           |
| #13 June 6-June 19          |
| #14 June 20-July 3          |
| #15 July 4-July 17          |
| #16 July 18-July 31         |
| #17 Aug 1-Aug 14            |
| #18 Aug 15-Aug 28           |
| #19 Aug 29-Sept 11          |
| #20 Sept 12-Sept 25         |
| #21 Sept 26-Oct 9           |
| #22 Oct 10-Oct 23           |
| #23 Oct 24-Nov 6            |
| #24 Nov 7-Nov 20            |
| #25 Nov 21-Dec 4            |
| #26 Dec 5-Dec 18            |
| #1 Dec 19, 2021-Jan 1, 2022 |

I certify that I have reported on this time sheet all time worked during each week of this payroll period, and that I have not omitted any hours worked, including any overtime hours from this time sheet. I understand that false, misleading, or omitted information on this report can result in termination of employment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Local Supervisor Signature

\_\_\_\_\_  
Date

| Office Use only        | Amount |
|------------------------|--------|
| <i>Pay Items</i>       |        |
| #10000 Regular Pay     | _____  |
| #10100 Regular Time    | _____  |
| <i>Deduction Items</i> |        |
| #33000 Advance         | _____  |
|                        | _____  |

Employees shall not volunteer their time for activities they were hired for. Any time worked beyond 40 hours in one week must be paid at 1.5 times the regular rate. Payroll is run bi-weekly. At the end of the two week payroll period, the treasurer has the following week to submit to the Mountain View Conference any payroll reports for their location. Payroll will then be run during the subsequent (2nd week) at some point between Monday and Thursday. Payroll forms may be obtained from the website <http://www.mtviewconf.org> under the treasury department link.