

Rocky Mountain Conference of Seventh-day Adventists

NEW MEXICO Hourly Employee Time Sheet

NAME _____

EMPLOYEE NUMBER _____

(New) ADDRESS _____
Street/PO

Department/Facility _____

Month _____ Year _____

City _____ State _____ Zip _____

(New) Phone Number _____

(New) Email _____

NOTE: Hours worked from the 1st-15th are paid on the 28th of the month (unless the 28th is holiday is a holiday/weekend)

DATE	IN a.m.	OUT a.m.	IN a.m.	OUT a.m.	IN p.m.	OUT p.m.	TOTAL HOURS
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

Payroll Office Use

TOTAL HOURS _____

10100 Regular Hrs _____

10101 Overtime Hrs _____

10104 Vacation Hrs _____

10105 Sick-Short Term _____

10106 Sick- Extend T _____

10606 Wellness T _____

SPECIAL TRAVEL

Mileage Paid \$ _____

11300 Miles Driven _____
Show destination on day driven

11308 Public Trans _____

11302 Lodging-Non Taxable _____

10301 Per Diem – Taxable
 # Days _____
Without Overnight Stay

11301 Per Diem – Non Taxable
 # Days _____
With Overnight Stay

Total Special Travel \$ _____

NOTE: Hours worked from the 16th-31st are paid on the 13th of the following month (unless the 13th is a holiday/weekend)

DATE	IN a.m.	OUT a.m.	IN a.m.	OUT a.m.	IN p.m.	OUT p.m.	TOTAL HOURS
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							

By submitting the hours listed above, I hereby represent that I have accurately recorded all hours and that I have not worked any additional hours for which I am entitled to payment from the Rocky Mountain Conference.

Signed _____
Employee Signature

Supervisor Signature

Timesheets MUST be received in the RMC Treasury Department by the end of business day for each pay period. 2520 S. Downing St., Denver, CO 80210 ● Fax # 303-927-6045
For questions, call 303-282-3636 or 303-282-3634