

Memorial UMC

Weekly Time Sheet

500 Kent Avenue
 Lake Placid, FL 33852
 (863) 465-2422 Office
Memorial@MemorialUMC.com

Employee: _____

Week ending: _____

Day	Date	Morning		Afternoon		Evening		Full Time Employees Only			
		In	Out	In	Out	In	Out	Daily Hours Worked	Vacation Hours	Sick/Personal Hours	Holiday Hours
Monday											
Monday's Tasks											
Tuesday											
Tuesday's Tasks											
Wednesday											
Wednesday's Tasks											
Thursday											
Thursday's Tasks											
Friday											
Friday's Tasks											
Saturday											
Saturday's Tasks											
Sunday											
Sunday's Tasks											
Total Hours											

 Employee Signature Date

 Supervisor Signature Date Pastor Signature Date