

New City Fellowship
200 Prince Edward Street
Fredericksburg, VA 22401
540.899.5349 540.899.2291 (Fax)

Employee Name: : _____
First Middle Last

MONTH / YEAR :					
Day	In (Start)	Out (Lunch)	In (Return)	Out (End)	Total
<i>Sample</i>	<i>9:00 AM</i>	<i>12:00 PM</i>	<i>12:30 PM</i>	<i>5:00 PM</i>	<i>7.5</i>
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
TOTAL HOURS WORKED					

EMPLOYEE SIGNATURE: _____ DATE: _____

SUPERVISOR SIGNATURE: _____ DATE: _____

TREASURER SIGNATURE: _____ DATE: _____