

Eugene Friends Meeting
Time Sheet

Submit to EFM supervisor for approval

Name _____

Month of _____ 20____

Date	Task	Rate	Hours
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
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20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
		Total	

Here is an example of a timesheet. You may use this form or another format that includes your name, the month, hours worked and the name of your supervisor.

Your hours need to be approved by your supervisor and **submitted to the treasurer no later than the second day of each month.** EFM pay day is the 5th working day of each month.

Thank you for your ministry to our children.

Supervisor
Name _____

Supervisor
Approval _____