

**Advent Lutheran Church**

**Biweekly Time Sheet**

26th-10th paid on 15th

**Pay Period**

Start date: \_\_\_\_\_

11th-25th paid on the 30th (31st)

End Date: \_\_\_\_\_

Employee: \_\_\_\_\_

Position: \_\_\_\_\_

Date	Week day	in	out	in	out	Hours	Weekly Total
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
Total Hours							

Date	Week day	in	out	in	out	Hours	Weekly Total
26							
27							
28							
29							
30							
31							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
Total Hours							

*Paid Holiday for Part-time employees are:  
Easter Monday, Christmas Day or the day after  
Christmas if the holiday falls on a weekend.*

**S** =Sick  
**V** =Vacation  
**H** =Holiday

Employee Signature: \_\_\_\_\_  
Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_  
Date: \_\_\_\_\_

Minutes to decimals

minutes	decimal	minutes	decimal
1	0.02	31	0.52
2	0.03	32	0.53
3	0.05	33	0.55
4	0.07	34	0.57
5	0.08	35	0.58
6	0.10	36	0.60
7	0.12	37	0.62
8	0.13	38	0.63
9	0.15	39	0.65
10	0.17	40	0.67
11	0.18	41	0.68
12	0.20	42	0.70
13	0.22	43	0.72
14	0.23	44	0.73
15	0.25	45	0.75
16	0.27	46	0.77
17	0.28	47	0.78
18	0.30	48	0.80
19	0.32	49	0.82
20	0.33	50	0.83
21	0.35	51	0.85
22	0.37	52	0.87
23	0.38	53	0.88
24	0.40	54	0.90
25	0.42	55	0.92
26	0.43	56	0.93
27	0.45	57	0.95
28	0.47	58	0.97
29	0.48	59	0.98
30	0.50		