

Musician Timesheet - Bi-Weekly Payroll

Name: \_\_\_\_\_ Site: \_\_\_\_\_

Pay Period:	Beginning Date	Ending Date
	6/26/16	7/9/16

Standard Events (Scheduled Masses)					
Week 1	Date	Time in	Time Out	Hrs worked	Pay Amount
Sunday	6/26/16	10:00 AM	12:00 PM	2.00	\$ 125.00
Monday	6/27/16			0.00	
Tuesday	6/28/16			0.00	
Wednesday	6/29/16			0.00	
Thursday	6/30/16			0.00	
Friday	7/1/16			0.00	
Saturday	7/2/16			0.00	
TOTAL				2.00	\$125.00
Week 2	Date	Time in	Time Out	Hrs worked	Pay Amount
Sunday	7/3/16			0.00	
Monday	7/4/16			0.00	
Tuesday	7/5/16			0.00	
Wednesday	7/6/16			0.00	
Thursday	7/7/16			0.00	
Friday	7/8/16			0.00	
Saturday	7/9/16			0.00	
TOTAL				0.00	\$0.00
Other Events (Rehearsals, Weddkgns, etc.)					
Week 1	Date	Time in	Time Out	Hrs worked	Pay Amount
Sunday	6/26/16	12:30 PM	1:30 PM	1.00	\$ 75.00
Monday	6/27/16			0.00	
Tuesday	6/28/16			0.00	
Wednesday	6/29/16			0.00	
Thursday	6/30/16			0.00	
Friday	7/1/16			0.00	
Saturday	7/2/16			0.00	
TOTAL				1.00	\$75.00
Week 2	Date	Time in	Time Out	Hrs worked	Pay Amount
Sunday	7/3/16			0.00	
Monday	7/4/16			0.00	
Tuesday	7/5/16			0.00	
Wednesday	7/6/16			0.00	
Thursday	7/7/16			0.00	
Friday	7/8/16			0.00	
Saturday	7/9/16			0.00	
TOTAL				0.00	\$0.00
Total Monthly Hours & Pay				2.00	\$200.00
If paid a set amount for the pay period then note that amount here:					

**Instructions:**

First, enter the beginning date of the pay period (usually a Sunday. If you are paid by event, then note the time in, time out and the standard pay for one event. If you are paid a set rate for the bi-weekly pay period, then for every day you worked, note the time in and time out then put the bi-weekly

Use the following format for the time: h:mm AM/PM

Date Submitted \_\_\_\_\_

Employee Signature \_\_\_\_\_

Supervisor Signature \_\_\_\_\_