



Locally-Funded Payroll Report

New address

Employee Name: _____
 Address: _____
 City, State, Zip: _____
 Phone number: _____

Mountain View Conference

1400 Liberty St.
 Parkersburg, WV 26101
 (304) 422-4581 ~ Phone
 (304) 422-4582 ~ Fax payroll@mvcgsda.org

Location working: _____

Circle Payroll Period

- (circle)
 Church
 School
 Thrift Store
 Other

HOURLY		
Enter time as hour and decimal as indicated by conversion table rounded to the nearest 5 minutes.		
Day	Date	Total Hours
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Week Total		
Day	Date	Total Hours
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Week Total		
Total Hours		X
Total Gross Pay		=

Minimum wage 1/1/2022	
\$ 8.75	West Virginia
\$ 12.50	Maryland
Conversion table	
5 min	0.08
10 min	0.17
15 min	0.25
20 min	0.33
25 min	0.42
30 min	0.50
35 min	0.58
40 min	0.67
45 min	0.75
50 min	0.83
55 min	0.92

2023 Payroll Periods	
#1	Dec 18-Dec 31, 2022
#2	Jan 1-Jan 14, 2023
#3	Jan 15-Jan 28
#4	Jan 29-Feb 11
#5	Feb 12-Feb 25
#6	Feb 26-Mar 11
#7	Mar 12-Mar 25
#8	Mar 26-Apr 8
#9	Apr 9-Apr 22
#10	Apr 23-May 6
#11	May 7-May 20
#12	May 21-June 3
#13	June 4-June 17
#14	June 18-July 1
#15	July 2-July 15
#16	July 16-July 29
#17	Jul 30-Aug 12
#18	Aug 13-Aug 26
#19	Aug 27-Sept 9
#20	Sept 10-Sept 23
#21	Sept 24-Oct 7
#22	Oct 8-Oct 21
#23	Oct 22-Nov 4
#24	Nov 5-Nov 18
#25	Nov 19-Dec 2
#26	Dec 3-Dec 16
#27	Dec 17-Dec 30, 2023

I certify that I have reported on this time sheet all time worked during each week of this payroll period, and that I have not omitted any hours worked, including any overtime hours from this time sheet. I understand that false, misleading, or omitted information on this report can result in termination of employment.

Employee Signature

Date

Local Supervisor Signature

Date

Office Use only	Amount
<i>Pay Items</i>	
#10000 Regular Pay	_____
#10100 Regular Time	_____
<i>Deduction Items</i>	
#33000 Advance	_____

Employees shall not volunteer their time for activities they were hired for. Any time worked beyond 40 hours in one week must be paid at 1.5 times the regular rate. Payroll is run bi-weekly. At the end of the two week payroll period, the treasurer has the following week to submit to the Mountain View Conference any payroll reports for their location. Payroll will then be run during the subsequent (2nd week) at some point between Monday and Thursday. Payroll forms may be obtained from the website <http://www.mtviewconf.org> under the treasury department link.