



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 1/1/2024	
\$ 8.75	West Virginia
\$ 15.00	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

2024 Payroll Periods	
#1	Dec 17-Dec 30, 2023
#2	Dec 31-Jan 13 2023
#3	Jan 14-Jan 27
#4	Jan 28-Feb 10
#5	Feb 11-Feb 24
#6	Feb 25-Mar 9
#7	Mar 10-Mar 23
#8	Mar 24-Apr 6
#9	Apr 7-Apr 20
#10	Apr 21-May 4
#11	May 5-May 18
#12	May 19-June 1
#13	June 2-June 15
#14	June 16-June 29
#15	Jun 30-July 13
#16	July 14-July 27
#17	Jul 28-Aug 10
#18	Aug 11-Aug 24
#19	Aug 25-Sept 7
#20	Sept 8-Sept 21
#21	Sept 22-Oct 5
#22	Oct 6-Oct 19
#23	Oct 20-Nov 2
#24	Nov 3-Nov 16
#25	Nov 17-Nov 30
#26	Dec 1-Dec 14
#1	Dec 15-Dec 28, 2024

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.