



Pay Sheet for Months Beginning with Monday

Manhattan Sailing Club pays employees twice per month. Hourly employees shall keep a true and accurate record of their hours on this form. This form must be presented to Commodore Fortenbaugh in the club office by 12 noon on the 16th and 1st of every month (or the first business day thereafter). Payroll is then processed on the next business day. Checks are available at the club or will be mailed two days after payroll is processed. Employees on direct deposit will see the funds in their account two days after payroll is processed.

Name: _____

Month: _____ Pay period covered: [] 1st to 15th [] 16th to 31st

For each day worked, list starting and ending time plus total hours in box below.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Total Hours: _____

Special Notes: _____

I certify that these hours are true and accurate.

Signature of Employee: _____ Date: _____



Pay Sheet for Months Beginning with Tuesday

Manhattan Sailing Club pays employees twice per month. Hourly employees shall keep a true and accurate record of their hours on this form. This form must be presented to Commodore Fortenbaugh in the club office by 12 noon on the 16th and 1st of every month (or the first business day thereafter). Payroll is then processed on the next business day. Checks are available at the club or will be mailed two days after payroll is processed. Employees on direct deposit will see the funds in their account two days after payroll is processed.

Name: _____

Month: _____ Pay period covered: [] 1st to 15th [] 16th to 31st

For each day worked, list starting and ending time plus total hours in box below.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Total Hours: _____

Special Notes: _____

I certify that these hours are true and accurate.

Signature of Employee: _____ Date: _____



Pay Sheet for Months Beginning with Wednesday

Manhattan Sailing Club pays employees twice per month. Hourly employees shall keep a true and accurate record of their hours on this form. This form must be presented to Commodore Fortenbaugh in the club office by 12 noon on the 16th and 1st of every month (or the first business day thereafter). Payroll is then processed on the next business day. Checks are available at the club or will be mailed two days after payroll is processed. Employees on direct deposit will see the funds in their account two days after payroll is processed.

Name: _____

Month: _____ Pay period covered: [] 1st to 15th [] 16th to 31st

For each day worked, list starting and ending time plus total hours in box below.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Total Hours: _____

Special Notes: _____

I certify that these hours are true and accurate.

Signature of Employee: _____ Date: _____



Pay Sheet for Months Beginning with Thursday

Manhattan Sailing Club pays employees twice per month. Hourly employees shall keep a true and accurate record of their hours on this form. This form must be presented to Commodore Fortenbaugh in the club office by 12 noon on the 16th and 1st of every month (or the first business day thereafter). Payroll is then processed on the next business day. Checks are available at the club or will be mailed two days after payroll is processed. Employees on direct deposit will see the funds in their account two days after payroll is processed.

Name: _____

Month: _____ Pay period covered: [] 1st to 15th [] 16th to 31st

For each day worked, list starting and ending time plus total hours in box below.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Total Hours: _____

Special Notes: _____

I certify that these hours are true and accurate.

Signature of Employee: _____ Date: _____



Pay Sheet for Months Beginning with Friday

Manhattan Sailing Club pays employees twice per month. Hourly employees shall keep a true and accurate record of their hours on this form. This form must be presented to Commodore Fortenbaugh in the club office by 12 noon on the 16th and 1st of every month (or the first business day thereafter). Payroll is then processed on the next business day. Checks are available at the club or will be mailed two days after payroll is processed. Employees on direct deposit will see the funds in their account two days after payroll is processed.

Name: _____

Month: _____ Pay period covered: [] 1st to 15th [] 16th to 31st

For each day worked, list starting and ending time plus total hours in box below.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Total Hours: _____

Special Notes: _____

I certify that these hours are true and accurate.

Signature of Employee: _____ Date: _____



Pay Sheet for Months Beginning with Saturday

Manhattan Sailing Club pays employees twice per month. Hourly employees shall keep a true and accurate record of their hours on this form. This form must be presented to Commodore Fortenbaugh in the club office by 12 noon on the 16th and 1st of every month (or the first business day thereafter). Payroll is then processed on the next business day. Checks are available at the club or will be mailed two days after payroll is processed. Employees on direct deposit will see the funds in their account two days after payroll is processed.

Name: _____

Month: _____ Pay period covered: [] 1st to 15th [] 16th to 31st

For each day worked, list starting and ending time plus total hours in box below.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3	4	5	6	7	1 8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Total Hours: _____

Special Notes: _____

I certify that these hours are true and accurate.

Signature of Employee: _____ Date: _____



Pay Sheet for Months Beginning with Sunday

Manhattan Sailing Club pays employees twice per month. Hourly employees shall keep a true and accurate record of their hours on this form. This form must be presented to Commodore Fortenbaugh in the club office by 12 noon on the 16th and 1st of every month (or the first business day thereafter). Payroll is then processed on the next business day. Checks are available at the club or will be mailed two days after payroll is processed. Employees on direct deposit will see the funds in their account two days after payroll is processed.

Name: _____

Month: _____ Pay period covered: [] 1st to 15th [] 16th to 31st

For each day worked, list starting and ending time plus total hours in box below.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Total Hours: _____

Special Notes: _____

I certify that these hours are true and accurate.

Signature of Employee: _____ Date: _____