

# New Hourly Timesheet Reporting Guidelines

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Following are the 2026 timesheets. Note, there is a **DIFFERENT** timecard for each month, as the pay periods vary from month to month, so please be sure you are using the one for the pay period you are working in. **Effective Immediately, please report your hours on your time sheet using the examples below:**

- 1) Record your time on the hour, half hour and in 15-minute increments. For example:
  - a. If your workday begins at 8:07 a.m. (or less minutes)- then record this time as 8:00 a.m., which would be the nearest hour.
  - b. If your day ends at 4:08 p.m. (or more minutes, then record this time as 4:15 p.m. which would be the nearest quarter hour.
  - c. If your workday begins at 8:20 am, then record this time as 8:30 am, which would be the nearest half-hour.
  - d. Round your times up or down as necessary for time worked to reflect the examples above.

**Timesheets should not have minutes recorded other than in 15 minutes, 30 minutes, 45 minutes or on the hour increments.**

Timecards for the upcoming year have been sent to the treasurers or leaders of the church or school you are employed with for them to disburse as well.

If you have any questions, please contact Garrett Holmes, Treasurer, at [garrett.holmes@alaskaconference.org](mailto:garrett.holmes@alaskaconference.org).

**ALASKA CONFERENCE HOURLY TIME CARD**

Name: \_\_\_\_\_  
 Due in Treasury January 20/ Paydate January 28

Month: Dec. 14-Jan. 17,2026

DATE	MONTH	IN	OUT	IN	OUT	Regular	Vacation	Holiday	Sick	Mileage Explanation	Mileage
14	Dec.										
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
31											
1	Jan.										
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
<b>Monthly Totals</b>											

**ALASKA CONFERENCE HOURLY TIME CARD**

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

Month: Jan. 18-Feb 14, 2026 \_\_\_\_\_

**Due in Treasury February 17 / Paydate February 27**

DATE	MONTH	IN	OUT	IN	OUT	Regular	Vacation	Holiday	Sick	Mileage Explanation	Mileage
18	Jan.										
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
31											
1	Feb.										
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
<b>Monthly Totals</b>											

**ALASKA CONFERENCE HOURLY TIME CARD**

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

Month: Feb. 15-March 14 2026

**Due in Treasury March 17/ Paydate March 27**

DATE	MONTH	IN	OUT	IN	OUT	Regular	Vacation	Holiday	Sick	Mileage Explanation	Mileage
15	Feb.										
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
1	Mar.										
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
	<b>Monthly Totals</b>										

ALASKA CONFERENCE HOURLY TIME CARD

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

Month: March 15-April 18 2026

Due in Treasury April 21/Paydate April 28

DATE	MONTH	IN	OUT	IN	OUT	Regular	Vacation	Holiday	Sick	Mileage Explanation	Mileage
15	Mar.										
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
31											
1	Apr.										
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
<b>Monthly Totals</b>											

**ALASKA CONFERENCE HOURLY TIME CARD**

Name: \_\_\_\_\_  
Due in Treasury by May 19 / Paydate May 28

Month: April 19-May 16 2026

Day	Month	IN	OUT	IN	OUT	Regular	Vacation	Holiday	Sick	Mileage Explanation	Mileage
19	April										
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
1	May										
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
<b>Monthly Totals</b>											

**ALASKA CONFERENCE HOURLY TIME CARD**

Name:

Month: May 17-June 13 2026

**Due in Treasury by June 16 / Paydate June 29**

DATE	Month	IN	OUT	IN	OUT	Regular	Vacation	Holiday	Sick	Mileage Explanation	Mileage
17	May										
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
31											
1	June										
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
<b>Monthly Totals</b>											

**ALASKA CONFERENCE HOURLY TIME CARD**

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

Month: June 14- July 18 2026

**Due in Treasury July 21/ Paydate July 28**

DATE	Month	IN	OUT	IN	OUT	Regular	Vacation	Holiday	Sick	Mileage Explanation	Mileage
14	June										
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
1	July										
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
<b>Monthly Totals</b>											

**ALASKA CONFERENCE HOURLY TIME CARD**

Name:

Month: July 19 - August 15 2026

**Due in Treasury August 18 / Paydate August 28**

DATE	Month	IN	OUT	IN	OUT	Regular	Vacation	Holiday	Sick	Mileage Explanation	Mileage
19	July										
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
31											
1	Aug.										
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
<b>Monthly Totals</b>											

**ALASKA CONFERENCE HOURLY TIME CARD**

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

Month: Aug. 16- Sept. 12 2026

**Due in Treasury September 15/ Paydate September 28**

DATE	DAY	IN	OUT	IN	OUT	Regular	Vacation	Holiday	Sick	Mileage Explanation	Mileage
16	Aug.										
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
31											
1	Sept.										
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
<b>Monthly Totals</b>											

**ALASKA CONFERENCE HOURLY TIME CARD**

Name:

Month: Sept. 13- Oct. 17 2026

**Due in Treasury October 20 / Paydate October 28**

DATE	DAY	IN	OUT	IN	OUT	Regular	Vacation	Holiday	Sick	Mileage Explanation	Mileage
13	Sept.										
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
1	Oct.										
2											
3											
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6											
7											
8											
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10											
11											
12											
12											
14											
15											
16											
17											
<b>Monthly Totals</b>											

**ALASKA CONFERENCE HOURLY TIME CARD**

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

Month: October 18- Nov. 14, 2026

**Timecard due in Treasury November 17 /Paydate November 27**

DATE	DAY	IN	OUT	IN	OUT	Regular	Vacation	Holiday	Sick	Mileage Explanation	Mileage
18	Oct.										
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
31											
1	Nov.										
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
<b>Monthly Totals</b>											

**ALASKA CONFERENCE HOURLY TIME CARD**

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

Month: Nov. 15-Dec.12 2026

**Timecard due in Treasury Dec. 15/ Paydate is December 28**

DATE	Month	IN	OUT	IN	OUT	Regular	Vacation	Holiday	Sick	Mileage Explanation	Mileage
15	Nov.										
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
1	Dec.										
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
<b>Monthly Totals</b>											