



Seventh-day Adventist® Church

MOUNTAIN VIEW CONFERENCE
Regional Headquarters

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

Locally-Funded Payroll Report

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

Location working: _____ (circle)
Church
School
Thrift Store

Circle Payroll Period

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		

Minimum wage 1/1/2025	
\$	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

Total Hours	X	Hourly Rate	New Rate

Total Gross Pay =

2026 Payroll Periods	
#1	Dec 14 - Dec 27, 2025
#2	Dec 28 - Jan 10, 2026
#3	Jan 11 - Jan 24
#4	Jan 25 - Feb 7
#5	Feb 8 - Feb 21
#6	Feb 22 - Mar 7
#7	Mar 8 - Mar 21
#8	Mar 22 - Apr 4
#9	Apr 5 - Apr 18
#10	Apr 19 - May 2
#11	May 3 - May 16
#12	May 17 - May 30
#13	May 31 - Jun 13
#14	Jun 14 - Jun 27
#15	Jun 28 - Jul 11
#16	Jul 12 - Jul 25
#17	Jul 26 - Aug 8
#18	Aug 9 - Aug 22
#19	Aug 23 - Sep 5
#20	Sep 6 - Sep 19
#21	Sep 20 - Oct 3
#22	Oct 4 - Oct 17
#23	Oct 18 - Oct 31
#24	Nov 1 - Nov 14
#25	Nov 15 - Nov 28
#26	Nov 29 - Dec 12
#1	Dec 13 - Dec 26
#2	Dec 27 - Jan 9, 2027

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

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

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 needs to submit to the Mountain View Conference any payroll reports for their location preferably through email. Payroll will then be run during that next week, or the beginning of the one after. It is normally on Monday about 1 week following the end of the pay period. Payroll forms may be obtained from the website <http://www.mtviewconf.org> under the treasury department link.