Time Sheet

Employee Name _____ **Employee Signature** _____

Supervisor Name _____ **Supervior Signature** _____

MONTH:_____

DAY:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		**TOTAL**
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
PROJECT:																	
B&P																	
INDIRECT*																	
VACATION																	
HOLIDAY																	
SICK LEAVE																	
OTHER LEAVE																	
TOTAL																	

INSTRUCTIONS: Time Record should be completed in ink and corrections should be initialed by employee. For each day of the month (column) enter the number of hours worked on each project (as well as IR&D) or individual indirect cost category. At the end of the reporting period sum each row and enter the sum in the "TOTALS" column. Enter the total number of hours worked in the reporting period at the bottom of the time record. Sign and date the time record, and give it to your supervisor.

*** Record the number of hours by indirect category (for example: overhead, G&A, Sales, Marketing, etc.)**