GEORGETOWN UNIVERSITY TIME AND ATTENDANCE SHEET FOR HOURLY EMPLOYEES

Employee Name:		GU	GU ID Number:		
Position Number:					
Date	Start Time	End Time	Initials	Daily Total Hours	
Monday					
//					
Tuesday					
//					
Wednesday					
//					
Thursday					
//					
Friday					
//					
Saturday					
//					
Sunday					
//					
Total worked for the Week:					
	Submi	it Completed Form to Tim	ekeeper or Manager		
If GU Student: Is	student eligible for Fede	eral Work Study (F	WS) funding for his/her	wages? O Yes O No	
				//	
Manager / Supervisor Signature		Printed Name		Date	
	pleted By the Time Keeper or M				
Supervisory Organization:		Supervisory Organization Number:			
Week Ending:		Pav	Period Ending:		