Time Sheet

Employee Name_____ Employee Signature_____

Supervisor Name_____ Supervisor Signature_____

MONTH:_____ YEAR: _____

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:																	
INDIRECT*																	
VACATION																	
HOLIDAY																	
SICK LEAVE																	
OTHER																	
TOTAL																	

EMPLOYEE INSTRUCTIONS: Time Sheet must 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 category. At the end of the reporting period, sum the number of hours in the "Total" column and enter on the last line in the column. Sign and date the time sheet, and give it to your supervisor.

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