

**Time Sheet**

Employee Name \_\_\_\_\_ Employee Signature \_\_\_\_\_  
(Date)

Supervisor Name \_\_\_\_\_ Supervisor Signature \_\_\_\_\_  
(Date)

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>Bid &amp; Proposal (B&amp;P)</b>																	
<b>INDIRECT/ADMIN*</b>																	
<b>VACATION</b>																	
<b>HOLIDAY</b>																	
<b>SICK LEAVE</b>																	
<b>OTHER LEAVE</b>																	
<b>TOTAL</b>																	

**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; administrative, B&P, etc.)