

## GEORGIA INSTITUTE OF TECHNOLOGY EMPLOYEE TIMESHEET

<b>EMPLOYEE NAME:</b>	<b>OneUSG EMPL ID:</b>	<b>EMPL RCD#:</b>
<b>DEPARTMENT NAME:</b>	<b>PAY PERIOD END DATE:</b>	<b>PAY GROUP:</b>

DAY	DATE	IN	MEAL	IN	OUT
<b>WEEK - 1</b>	MM/DD/YYYY	TIME	TIME	TIME	TIME
SUNDAY					
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
DAY	DATE	IN	MEAL	IN	OUT
<b>WEEK - 2</b>	MM/DD/YYYY	TIME	TIME	TIME	TIME
SUNDAY					
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					

This is a Georgia Institute of Technology official time record. It must be retained and be readily available for audit and inquiry purposes.

\_\_\_\_\_  
**Employee Signature**  
 I Affirm that the Reported Hours are True and Accurate

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Manager/Time Approver Signature**

\_\_\_\_\_  
**Date**

