

Note: Maintain timesheet in department for 3 years.

Employee Timesheet

Inspiring Innovation and	The state of the s		Employee ID: Employee Name:										-
inspiring innovation and	Discovery		Department: From Date:				_	To Da	te:				- -
Transaction Desc	Code	Work Position	GL Acct	Rate	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Start Time	Shift
		1200 Statutory F	sed Codes: Hours for Ta, RA in Li		140 2000	0 Reque 0 Reque	st for Va	cation ck Time		0	0	0	
Employee Signature: Dept. Appro			over Signature:	Finance/Research Office Signature:				-	Signing Authority Signature:			-	
Date: Date:				Date:						Date:			

9/26/2007 Employee Timesheet Ver 1.0