Employee Name					_ Employee Signature													
Supervisor Name					Supervisor Signature													
IONTH:																		
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&P																		
INDIRECT*																		
		-						-								-		
VACATION																		
HOLIDAY																		
SICK LEAVE																		
OTHER LEAVE																		
TOTAL																		
IUIAL																		

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; overhead, G&A, Sales, Marketing etc.)