

EMPLOYEE TIME SHEET

Project Name:

Employee Name:

Month and Year:

PLEASE PROVIDE # OF HOURS & BRIEF DESCRIPTION OF WORK PERFORMED (e.g. progress report, project meeting, planting, outreach event, field trip, etc.)

Day	Day	Day	Day	Day	Day	Day
1 ____ hrs	2 ____ hrs	3 ____ hrs	4 ____ hrs	5 ____ hrs	6 ____ hrs	7 ____ hrs
8 ____ hrs	9 ____ hrs	10 ____ hrs	11 ____ hrs	12 ____ hrs	13 ____ hrs	14 ____ hrs
15 ____ hrs	16 ____ hrs	17 ____ hrs	18 ____ hrs	19 ____ hrs	20 ____ hrs	21 ____ hrs
22 ____ hrs	23 ____ hrs	24 ____ hrs	25 ____ hrs	26 ____ hrs	27 ____ hrs	28 ____ hrs
29 ____ hrs	30 ____ hrs	31 ____ hrs				

CALCULATION FOR SALARY/HOURLY:

$$\frac{0}{\text{TOTAL \# HOURS}} \times \text{HOURLY RATE} = \frac{0}{\text{TOTAL \# HOURS} \times \text{HOURLY RATE}}$$

$$\frac{0}{\text{TOTAL SALARY/HOURLY WAGE FOR MONTH}} \times \text{FRINGE BENEFIT RATE/ HOURLY FRINGE BENEFIT RATE (Not to exceed 35\%)} = \frac{0}{\text{TOTAL SALARY/HOURLY WAGE FOR MONTH} \times \text{FRINGE BENEFIT RATE}}$$

I certify that this information is correct.

Employee Signature: _____

Date: _____

Project Manager Signature _____

Date _____