

TIMESHEET

1 EMPLOYEE NAME: _____

Pay Period Start Date: _____ 5

2 DEPT#: _____

TIME INCREMENTS

15 mins= .25

30 mins= .50

45 mins= .75

Pay Period End Date: _____ 6

3 LOCATION: _____

POSITION: _____ 4

DAY OF WEEK	SUN	MON	TUE	WED	THUR	FRI	SAT	SUN	MON	TUE	WED	THUR	FRI	SAT	TOTAL
7 TIME IN															14
8 LUNCH-OUT															
9 LUNCH-IN															
10 TIME OUT															
11 TOTAL HOURS															
12 PTO															
13 HOLIDAY															
11 TOTAL HOURS															
G&A															
OHD															
TOTAL HOURS															
15 Comments _____															
15 EMPLOYEE SIGNATURE _____												16 GOVERNMENT'S APPROVAL _____			

PLEASE FAX SIGNED TIMESHEET TO 1_877_213_1510 BY MONDAY FOLLOWING THE WEEK WORK COMPLETED.

Period Start Date	Period End Date	Period Start Date	Period End Date	Period Start Date	Period End Date	Period Start Date	Period End Date	Federal Holidays	2009
12/21/08	01/03/09	03/29/09	04/11/09	07/05/09	07/18/09	10/11/09	10/24/09	New Year's Day	01/01/09
01/04/09	01/17/09	04/12/09	04/25/09	07/19/09	08/01/09	10/25/09	11/07/09	Martin Luther King's Day	01/19/09

- 1. Enter your full name
- 2. Will be provided by Platinum
- 3. Enter your work location
- 4. Enter your position
- 5. Enter the Pay Period Start Date
- 6. Enter the Pay Period End Date
- 7. Enter your time in
- 8. Enter your time out for lunch
- 9. Enter your time returning from lunch
- 10. Enter your time leaving for the day
- 11. Add the number of hours actually worked in the day and the total. This MUST be performed daily
- 12. Record the number of hours used for Paid Time Off (PTO) for that day
- 13. Record the number of hours used for Federal Holiday leave if not worked
- 14. At the end of the week, add Total Hours across and enter a total. Add the total hours in each of the rows to calculate the total hours for the week. The sum of all entries in the Total Hours column must equal the sum of all entries in the Total Hours row.
- 15. Sign your timesheet before submittal to your supervisor for approval. You must not sign your timesheet prior to the end of the pay period unless you have a scheduled absence. In that case you may complete and sign in advance
- 16. Turn it into the designated government supervisor for signature prior to submission to Platinum