

GEORGIA INSTITUTE OF TECHNOLOGY EMPLOYEE TIMESHEET

This form should only be used during system outages for Web Clock individuals or for biweekly employees submitting hours worked changes older than 28 days in the past.

EMPLOYEE NAME:	OneUSG EMPL ID:	EMPL RCD#:
DEPARTMENT NAME:	PAY PERIOD END DATE:	PAY GROUP:

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