

B. Example - Time Distribution Report

Type of Employee: (Direct/Indirect) _____ Pay Period Reporting for:

Employee Name: _____ Department: _____

Position Title: _____ Telephone number: _____

Summary of work hours	Dates						
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Direct Program/Grant:							
Grant No. 1							
Grant No. 2							
Grant No. 3							
Indirect activities:							
Overhead							
G&A							
Non-Work hours:							
Holiday Pay							
Annual leave taken							
Sick leave taken							
Admin. leave taken							
Total hours							

	Original time sheet never submitted because	
	Correction to original submission (copy attached)	
	Other reason	

I hereby certify that this report correctly reflects all time worked by me for the pay period indicated.

Employee signature/date: _____

Approved by (name/title): _____

Approved date: _____