**UNIVERSITY OF GEORGIA EMPLOYEE TIMESHEET**

|  |  |  |  |
| --- | --- | --- | --- |
| **EMPLOYEE NAME:** | **UGA ID:** | **OneUSG EMPL ID:** | **EMPL RCD#:** |
| **DEPARTMENT NAME:** | **PAY GROUP:** | **PAY PERIOD END DATE:** |

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

This is a University of Georgia official time record. It must be retained and be readily available for audit and inquiry purposes.

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**Employee Signature Date**

I Affirm that the Reported Hours are True and Accurate

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**Manager/Time Approver Signature Date**