Time Sheet - Attachment #4

| Employee Name | Employee Signature |
|-----------------|----------------------|
| Supervisor Name | Supervisor Signature |

| MONTH: | YEAR: | | | | | | | | | | | | | | | | |
|------------|-------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-------|
| DAY: | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | TOTAL |
| | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | |
| PROJECT: | | | | | | | | | | | | | | | | | |
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| VACATION | | | | | | | | | | | | | | | | | |
| HOLIDAY | | | | | | | | | | | | | | | | | |
| SICK LEAVE | | | | | | | | | | | | | | | | | |
| OTHER | | | | | | | | | | | | | | | | | |
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| TOTAL | | | | | | | | | | | | | | | | | |

EMPLOYEE INSTRUCTIONS: Time Sheet must be completed in ink and corrections should be initialed by employee. For each day of the month (column) enter the number of hours worked on each project (as well as IR&D) or individual indirect category. At the end of the reporting period, sum the number of hours in the "Total" column and enter on the last line in the column. Sign and date the time sheet, and give it to your supervisor.

*Record the number of hours by indirect category (for example; overhead, G&A, Sales, Marketing etc.)