

UNIVERSITY OF GEORGIA EMPLOYEE TIMESHEET

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

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 University of Georgia 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