

# HOURLY ATTENDANCE REPORT

Employee #		Dept.		Pay Period Dates: From				To								
Name						Award/Project (If multiple awards/projects, enter information below)										
Day	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri		
<b>Date</b>																
In																
Out																
In																
Out																
In																
Out																
<b>Overtime</b>																
In																
Out																
Total																
<b>CERTIFICATIONS:</b>											<b>Summary</b>					
<b>Employee:</b> I certify that the above time and attendance information is true and complete to the best of my knowledge.						<b>Supervisor/Project Director:</b> I confirm that the employee worked all of the above hours on the award and projects noted above. If the employee worked on multiple awards and projects, the distribution of hours is as noted below.						<b>Regular Hours</b>				
Employee _____						Date _____						<b>Overtime Hours</b>				
Supervisor _____						Date _____						<b>Premium Hours</b>				
Project Director _____						Date _____						<b>Total</b>				
<b>Award/Project</b>		<b>No. of Hours</b>		<b>Award/Project</b>		<b>No. of Hours</b>		<b>Award/Project</b>		<b>Hours</b>		<b>Award/Project</b>		<b>Hours</b>		<b>Total Hours</b>