



## HOURLY ATTENDANCE REPORT

Employee #	Del. Drop	Dept.	Pay Period 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
Date														
In														
Out														
In														
Out														

Overtime														
In														
Out														
Total														

<b>CERTIFICATIONS:</b> <b>Employee:</b> I certify that the above time and attendance information is true and complete to the best of my knowledge.  Employee _____ Date _____  Supervisor _____ Date _____  Project Director _____ Date _____										<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>Summary</b>				
										<b>Regular Hours</b>									
										<b>Overtime Hours</b>									
										<b>Premium Hours</b>									
										<b>Total</b>									

Hours				Hours				Hours				Hours				Total Hours
Award/Project	Reg	OT	Prem	Award/Project	Reg	OT	Prem	Award/Project	Reg	OT	Prem	Award/Project	Reg	OT	Prem	