

<b>Name:</b> Please Print				<b>Employee ID#</b>	
<b>Department:</b>			Project# _____ Task# _____ Award# _____		
<input type="checkbox"/> SWR Regular Hourly	<input type="checkbox"/> SWG Graduate Hourly	<input type="checkbox"/> SWU Undergraduate Hourly	<input type="checkbox"/> SWS Summer Hourly	Pay Period: From: __/__/__ To: __/__/__	

DAY	Date	IN	OUT	IN	OUT	IN	OUT	IN	OUT	Total Hours	Holiday Time Earned	Holiday Leave Taken
SAT												
SUN												
MON												
TUES												
WED												
THUR												
FRI												
										Weekly Total		
DAY	DATE	IN	OUT	IN	OUT	IN	OUT	IN	OUT	Total Hours	Holiday Time Earned	Holiday Leave Taken
SAT												
SUN												
MON												
TUES												
WED												
THUR												
FRI												
I certify that the above time and attendance information is true and complete to the best of my knowledge.										Weekly Total		

Project Director – Printed Name