

# TIME SHEET

*South Florida Veterans Affairs  
Foundation for Research and Education, Inc.*

1201 N.W. 16<sup>th</sup> Street Room # 2A105, Miami, Florida 33125  
Phone: (305) 575-3179; Fax: (305) 575-3126  
[www.varesearchfoundation.org](http://www.varesearchfoundation.org)

Notes:

MUST be an original

Employees MUST sign

Supervisor(s) or supervisor designate(s) MUST sign

Time sheets will not be accepted after 3:30 on Wednesday

**Incomplete or late time sheets will not be processed**

Name: \_\_\_\_\_  
(PRINT)

Dates: \_\_\_\_\_

PP: \_\_\_\_\_

WEEK ONE		VA HOURS		FOUNDATION HOURS								
DAY	DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	LUNCH	HOLIDAY	CTE	AL USED	SICK USED	CTU	TOTAL
SUN												
MON												
TUE												
WED												
THU												
FRI												
SAT												

Subtotal: \_\_\_\_\_

*Dual compensation employees must complete shaded VA time section.  
Foundation reported VA time MUST match VA reported VA time.*

**Week One: Total Foundation hours** \_\_\_\_\_

WEEK TWO		VA HOURS		FOUNDATION HOURS								
DAY	DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	LUNCH	HOLIDAY	CTE	AL USED	SICK USED	CTU	TOTAL
SUN												
MON												
TUE												
WED												
THU												
FRI												
SAT												

Subtotal: \_\_\_\_\_

**Week Two: Total Foundation hours** \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Foundation Supervisor (for Foundation Hours) Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
VA Supervisor (for VA Hours) Signature

\_\_\_\_\_  
Date

**For Office Use Only**

	VA Hours		NPC Hours		TL Hours
	Reg Hours	OT Hours	Reg Hours	OT Hours	
Week One:					
Week Two:					
Total:					

Annual Leave		Sick Leave		Comp Time	
Starting Bal		Starting Bal		Starting Bal	
AL Earned	+	SL Earned	+	SL Earned	+
AL Used	-	SL Used	-	SL Used	-
Ending Bal		Ending Bal		Ending Bal	

Reviewed & Approved by: \_\_\_\_\_