

TIME SHEET

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

1201 N.W. 16th Street Room # 2A105, Miami, Florida 33125
Phone: (305) 575-3179; Fax: (305) 575-3126
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: _____