

Name: _____ Social Security Number _____

NOTE: time report forms are due in the DIMACS business office by noon on Friday (except on “holiday weekends” such as 4th of July, Labor Day and Memorial Day weekend. On Holiday weekends time report forms are due by noon on Thursday).

WEEK 1:

| | Saturday ___/___ | Sunday ___/___ | Monday ___/___ | Tuesday ___/___ | Wednesday ___/___ | Thursday ___/___ | Friday ___/___ |
|--------|---------------------|-------------------|-------------------|--------------------|----------------------|---------------------|-------------------|
| In: | | | | | | | |
| Break: | | | | | | | |
| Out: | | | | | | | |

WEEK 2:

| | Saturday ___/___ | Sunday ___/___ | Monday ___/___ | Tuesday ___/___ | Wednesday ___/___ | Thursday ___/___ | Friday ___/___ |
|--------|---------------------|-------------------|-------------------|--------------------|----------------------|---------------------|-------------------|
| In: | | | | | | | |
| Break: | | | | | | | |
| Out: | | | | | | | |

Hours reviewed and approved by:

_____ Date: _____

Sign above, print name here: