

TIME TRACKING SHEET


Due each Sunday to your direct Supervisor

Employee Name: Zachary Francis-Hapner

Week Beginning Date: 4/15/2024 Week Ending Date: 4/19/2024

Account Number: RC111188 Sub-Account (if applicable): _____

DATE	START TIME	END TIME	TASK (Optional)	WORK RESULTS (Optional)	TOTAL HOURS
4/15	1:00PM	6:00PM			5
4/16	7:00AM	12:00PM			5
4/17	7:00AM	12:00PM			5
4/17	1:00PM	6:00PM			5
TOTAL WEEKLY HOURS					20

Employee Signature:  Supervisor Signature: _____

*Supervisors – Each Monday (following the week the student works), send the completed form to Roxanne Moran.

- a) Electronically to moranr@msu.edu (for auditing purposes, your email can serve as an electronic signature if necessary).
- b) Hard copy must have both signatures and received each Tuesday.