



WILLIAM E. BOEING DEPARTMENT OF AERONAUTICS & ASTRONAUTICS
UNIVERSITY of WASHINGTON

HOURLY TIME SHEET

(write in pen)

Employee Name (print)	Signature:
Jonathon Gage Wind	Jonathon Gage Wind

Approved by (immediate supervisor)*

Month	Month
	September

Date	Hours worked	Overtime**	Check if OT approved on reverse <- ->	Date	Hours worked	Overtime**
1				16	2.5	
2				17	3.5	
3				18		
4				19		
5				20		
6				21		
7				22	2	
8				23	5.5	
9				24	2	
10				25		
11				26		
12				27		
13				28	2.5	
14				29	2	
15				30		
				31		
TOTAL				TOTAL	20	

Office Use Only					
Budget	Pay Rate	PPE	Earn Type	Units/Hours	Calculation

Date Time Sheet Rcd
Date Hours Reported
Date Paid

Reviewed by:

*DO NOT return a reviewed and signed time sheet to the employee. The supervisor is responsible for forwarding the completed form to the Payroll Coordinator.

**Overtime work must be approved in advance by the supervisor by note in the space provided on the back of this form. UNAUTHORIZED overtime will not be compensated.

RETURN TO: DAVE ERICKSON
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