## **OPEN RECORDS TIME SHEET**

DATE	DEPT.	NAME	POSITION	BEGINNING TIME	ENDING TIME	* HOURLY RATE	DEPT. ACCT. #
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FAMILIAN VICTOR					_## LVI (7		
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Instructions: Every employee who works on the requested assignment must record their time.

After completion return to Office of Legal Counsel

<sup>\*</sup>Hourly Rate Calculation: Divide your annual salary by 1950