

**Haskins Laboratories**

**2008 Salaried/Academic/Daily Paid Employee Timesheet**

Employee Name (printed): \_\_\_\_\_

Pay Period Ending Date: \_\_\_\_\_

Employee Name (signature): \_\_\_\_\_

This employee signature certifies that the distribution of activity listed represents a reasonable estimate of the actual work performed by this employee, during the specified time period.

% Allocation by project: \_\_\_\_\_

	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Totals
Calendar Dates:											
Work Hours											
Vacation Hours											
Sick Hours											
Holiday Hours											
Other Hours*											
Total Hours											

\*Please specify, for example, jury duty, bereavement, military, etc.

<b>2008 Holidays</b>	
New Years	1-Jan
MLK Jr. Day	21-Jan
President's Day	18-Feb
Good Friday	21-Mar
Memorial Day	26-May
Independence Day	4-Jul
Labor Day	1-Sep
Columbus Day	13-Oct
Veteran's Day	11-Nov
Thanksgiving	27-Nov
Day after Thanksgiving	28-Nov
Christmas	25-Dec
Day after Christmas	26-Dec

<b>2008 Pay Period Ending Dates</b>	
11-Jan	11-Jul
25-Jan	25-Jul
8-Feb	8-Aug
22-Feb	22-Aug
7-Mar	5-Sep
21-Mar	19-Sep
4-Apr	3-Oct
18-Apr	17-Oct
2-May	31-Oct
16-May	14-Nov
30-May	28-Nov
13-Jun	12-Dec
27-Jun	26-Dec