

**OFFICIAL USE ONLY****SAVANNAH RIVER SITE  
STRATEGIC AGREEMENT TIME SHEET**

LAST NAME	FIRST	M.I.	WORK SCHEDULE		PERIOD ENDING	DEPARTMENT	ORG. CODE		
			2.	3.MO DAY YEAR	4.	5.			
6. COMPANY NAME ACTS-SC, Inc.			7. JOB TITLE		8. SUBCONTRACT NUMBER				
DATE:								TOTAL HOURS	
ACTIVITY CODE	MON	TUE	WED	THUR	FRI	SAT	SUN	TOTAL	ST/OT
A.									
B.									
C.									
D.									
E.									
F.									
G.									
H.									
I.									
J.									
K.									
L.									
TOTAL HOURS									

**INSTRUCTIONS:****RECORD ONLY ACTUAL HOURS WORKED ON THIS TIME SHEET.**

1. FILL IN BLOCKS 1 THROUGH 8 WITH THE APPROPRIATE DATA.
2. FILL IN DATE ABOVE DAY OF THE WEEK.
3. FILL IN APPROPRIATE ACTIVITY CODES.
4. RECORD DAILY HOURS IN CONJUNCTION WITH DATE AND ACTIVITY CODE.
  - A. INPUT ACTUAL TOTAL HOURS WORKED FOR THAT DATE.
  - B. AT THE END OF THE WEEK ADD THE DAILY HOURS AND FILL IN THE TOTAL IN THE TOTAL COLUMN.  
OVERTIME WILL BE DETERMINED AFTER THE FINAL WORKDAY OF WEEK. FORTY HOURS OF S/T WILL BE ACCOUNTED FOR, PRIOR TO COUNTING O/T.
  - C. INPUT S/T AND O/T IN THE LAST COLUMN (ST/OT)
5. ALL OVERTIME MUST BE APPROVED BY THE SUPERVISOR PRIOR TO PERFORMANCE

**COMMENTS:**


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EMPLOYEE SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_ TEL.EXT. \_\_\_\_\_ LOC \_\_\_\_\_

SUPERVISOR SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_ TEL. EXT. \_\_\_\_\_ LOC \_\_\_\_\_