



**NORMAL TIME
OVERTIME
RECOVERABLE
NON RECOVERABLE
FIXED FEE**

**NT
OT
R
NR
FF**

NAME (BLOCK CAPITALS):

WEEK-ENDING:

ID No:

PROJECT NUMBER	FF R NR	ACTIVITY CODE & DESCRIPTION	MON		TUES		WED		THUR		FRI		SAT	SUN	TOTALS		GRAND TOTAL
			NT	OT	NT	OT	NT	OT	NT	OT	NT	OT			NT	OT	
TOTALS																	
O/T REQUIRED NEXT WEEK: HRS:			O/T APPROVAL:					SIGNED:					APPROVED:				