

Timekeeping Worksheet

Pay Period _____

Time Keeper Name _____

Supervisor being audited _____

of Workers in Sup Org _____

Timesheet Totals:

Week 1 (1st Run)

	Number	Run Date	Comments
Un-submitted Timesheets (Report Name: Workers with Unsubmitted Time)			
Unapproved Timesheets (Report Name: Workers with Unapproved Time Review Events)			
Workers With No Time (Report Name: Workers with No Time Entry)			

Week 1 (2nd Run)

	Number	Run Date	Comments
Un-submitted Timesheets (Report Name: Workers with Unsubmitted Time)			
Unapproved Timesheets (Report Name: Workers with Unapproved Time Review Events)			
Workers With No Time (Report Name: Workers with No Time Entry)			

Timekeeping Worksheet

Timesheet Totals:

Week 2 (1st Run)

	Number	Run Date	Comments
Un-submitted Timesheets (Report Name: Workers with Unsubmitted Time)			
Unapproved Timesheets (Report Name: Workers with Unapproved Time Review Events)			
Workers With No Time (Report Name: Workers with No Time Entry)			

Week 2 (Final Run)

	Number	Run Date	Comments
Un-submitted Timesheets (Report Name: Workers with Unsubmitted Time)			
Unapproved Timesheets (Report Name: Workers with Unapproved Time Review Events)			
Workers With No Time (Report Name: Workers with No Time Entry)			

Signature

Date/Time Completed

