Project Timesheet Form Template

All questions are optional. Follow each question's directions.
Write your answers to the open questions in the space provided.

Record one completed work session for the named project. Every field is optional. Use the agreed local time zone and 24-hour clock. Include a full date if a session crosses midnight. Do not include pay details or confidential client information. This entry is subject to the project's normal review and correction process.

1. What approved worker reference should identify this entry?

2. Which project code does this work session belong to?

3. What task did you work on during this session? Give a short description without confidential details.

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4. When did the session start? Use YYYY-MM-DD HH:MM in the agreed time zone.

5. When did the session finish? Use YYYY-MM-DD HH:MM in the agreed time zone.

6. How many minutes of breaks should be excluded under the stated project-recording instructions? Enter 0 if none or Unknown if unsure.

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7. What needs clarification or correction in this entry, if anything?