Logo4c.tif

**Intellectual Output - Staff Timesheet**

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| --- | --- | --- | --- |
| **Project’s Name:** |  | **Project’s Code No:** |  |
| **Organisation’s Name:** |  | **Time Sheet Period:** |  |
| **Employee’s Name & Surname:** |  | **Role in project[[1]](#footnote-1):** |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Time**  **In** | **Time**  **Out** | **Hours Worked**  **on project** | **Employee’s Signature** | **Brief Description of task/s carried out** | **Intellectual Output Code** |
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| **Employer’s Signature** |  | **Total Timesheet Working Hours** |  |
| **Employer’s Name** |  | **Date** |  |

1. Manager, Administrative Staff, Technician, Teacher/Trainer/Researcher/Youth worker [↑](#footnote-ref-1)