



Outdoor & Environmental Education

Naturalist Timesheet

Completed By:

\*C = COORDINATOR: If >1 Nat, add .50 (Coord. completes the timesheet)  
 \*BE = BRING EQUIPMENT: Add .25; For EB & Starlab: add .50 unless equip on site

Day of Week	Date	Program Name (Boat, Oceanology, Properties, etc.)	Naturalists Assigned (include if *C, *BE OR *TE)	Scheduled Time	Actual Time		Base Hours	Bring Equip.	Coordinate	Take Equip.	Total Hours	Brief Explanation Of Discrepancies (ex.- If actual time exceeds normal program time)
					Start time + AM	End time + PM						
							in decimal				no data	
							no data entry				entry	
							0				-	
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Equipment Status: Please report if any supplies. or equipment issues (replace? broken? etc.)

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This timesheet is a legal document required by federal regulations and is subject to independent audit and review. I certify that I actually worked the hours stated above for this payroll period

Conversion of Time: 1hour = 1.00 1/4 hr or 15 min = .25 1/2 hr. or 30 min =.5 3/4 hr. or 45 min. = .75