****MICHIGAN DEPARTMENT OF NATURAL RESOURCES

**TIME REPORT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Incident Name** |       | **Incident Number (if known)** |       |
| **Employee Name** |      | **Classification** |       |
| **Pay Period** | From:      | To:       |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Time On (Military Time)** | **Time Off (Military Time)** | **Total Regular Time** | **Total OT Time (if applicable)** | **Total Comp Earned (if applicable)** | **Lunch (Unpaid)** | **Location(s) Worked** |
| **30 min.** | **N/A** | **Other** |
|       |       |       |       |       |       | [ ]  | [ ]  |       |      |
|       |       |       |       |       |       | [ ]  | [ ]  |       |       |
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| **Comment(s)** |       |

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Signature** |  | **Date** |       |

**Official Use Only**

|  |  |  |  |
| --- | --- | --- | --- |
| **Government Officer’s Signature** |  | **Date** |       |
| **Entered** | Init: | Date: | **Audited** | Init: | Date: | **Submitted** | Init: | Date:  |