****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)** | |  | | | | | | | |

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

**Official Use Only**

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