

EMPLOYEE NAME: Sriram Srinivasan

Period Ending Date: 8/23/2001

**DynCorp**

Information & Enterprise Technology, Inc.  
**SUB-CONTRACTS TIMESHEET**

Co. Zen Tech	Dept.	Empl. No.	Pay Type	Location FCC
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ACCOUNT NUMBER	LABOR SFX	DEPT. NO.	REFERENCE NUMBER		LABOR CAT.	PAY TYPE	TOTAL	WEEK ONE							WEEK TWO								
			#1	#2				17	18	19	20	21	22	23	XX	XX	XX	XX	XX	XX	XX		
XXXX	XXX	XX	XXXXX	XXXXX	XX	XXX	XXX	X	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	
1	G 208	001	39			AI	R																
2																							
3																							
4																							
5																							
6																							
7																							
8																							
9																							
10																							
11																							
12																							

Personal Leave/Vacation																							
13	3120	00				V																	

Holiday																							
14	731H	00				H																	

Sick Leave (If Available)																							
15	731S	00				S																	

	CONTINUATION SHEET FOLLOWS	TOTAL HOURS																					
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	FINAL TIMESHEET (ATTACH PAF)	ALL NON-OVERTIME HOURS		By signature below, I certify that the information contained hereon is complete and accurate to the best of my knowledge.																			
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	OTHER FORMS ATTACHED (EXPLAIN)	ALL OVERTIME HOURS																					
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EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

## INSTRUCTIONS

- 1) Select the appropriate Pay Type from the table below.
- 2) Enter the account number, all other applicable fields, and hours for each account charged. Hours are recorded only to the nearest tenth.
- 3) If additional account numbers must be recorded, check the "Continuation Sheet Follows" box and use a Continuation Sheet.
- 4) Total timesheet. If a Continuation Sheet is used, total all timesheets on the **final** Continuation Sheet. TOTAL HOURS is the sum of all hours on the timesheet. Enter the number of hours for all Pay Types, except those beginning with the letter "O", in the block marked "All Hours Except Overtime". Enter the number of hours for Pay Types beginning with the letter "O" in the block marked "ALL OVERTIME HOURS".
- 5) Sign the timesheet and forward for approvals.

### PAY TYPE TABLE

<b>R</b>	=	Regular
<b>JD</b>	=	Jury Duty
<b>ML</b>	=	Military Leave
<b>F</b>	=	Bereavement Leave
<b>H</b>	=	Holiday - Core
<b>V</b>	=	Personal Leave/Vacation
<b>S</b>	=	Sick
<b>O</b>	=	Overtime - Time and One Half
<b>OS</b>	=	Overtime - Straight Time
<b>OD</b>	=	Overtime - Double Time

### CHARGE NUMBERS FOR SELECTED LEAVE TYPES

<u>Leave Type</u>	<u>Full Time</u>
Personal Leave/Vacation	3120
Holiday	731 H
Sick Leave	731 S

### Additional Instructions

- ◇ COMPLETE TIMESHEET IN BLUE OR BLACK INK.
- ◇ DO NOT USE CORRECTION FLUID OR CORRECTION TAPE.
- ◇ TO CORRECT A PREVIOUS TIMESHEET, COMPLETE A TIMESHEET CORRECTION FORM AND FORWARD TO THE APPROPRIATE BUSINESS ANALYST OR MANAGER.
- ◇ COMPLETE HOURS DETAIL ON A DAILY BASIS.