

Prepared by: \_\_\_\_\_



**INITECH**

## T.P.S. Time Report

Today's Date: \_\_\_\_\_

Due Date: \_\_\_\_\_

System: \_\_\_\_\_

Platform: \_\_\_\_\_

OS: \_\_\_\_\_

Program Language: \_\_\_\_\_

Approved by: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Manager : \_\_\_\_\_

Director : \_\_\_\_\_

Application Name	Project Phase	Task	Minutes	Subtask	Minutes	Did you take a break during (Y or No)	How long was your break
Total Time							
						Total Total Time	

Instructions. Your total time spent is the sum of all time spent on tasks, subtasks less time you spent on breaks. You need to total your time by project, task, subtask and breaks. All the total times need to be added to determine total total time (T.T.T.).

Your task has to be from one of the 42 tasks that have been approved tasks. Your indicated subtask has to be from one of the 72 approved subtasks. Make sure that your subtask is a valid subtask of the task that you have chosen; otherwise, your entire time report will be rejected. If you arrive to work late or take a long lunch you need to attach a T.P.S. reason sheet. Meeting time is not recorded on this sheet. You need to record your meeting time on the T.P.S. Meeting Time Report. You do need to subtract your meeting time from your total time if you included any meeting time.

All T.P.S. Time Reports and cover sheets must be stapled together.

Time reports can only be approved by managers and they must have a T.P.S. cover sheet!

is it good for the **company?**