NATURAL RESOURCE CONSERVATION NETWORK
P.O BOX 33976, Kampala-Uganda
Plot 439 Kyambogo
Kyadondo County
Tel: +256 772 591 289
Email : info@nrcn.org
Website http://www.nrcn.org

EMPLOYEE TIME SHEET

EMPLOYEE NAMES	
EMP.ID NUMBER	
DEPARTMENT	
POSITION HELD	

DATE	BRIEF DESCRIPTION OF WORK	START TIME	END TIME	TOTAL HOURS	SIGNATURE

I attest that the hours stated on this time sheet were worked by me during the time period shown above and that these hours were properly certified by an Authorized representative of the Organization as per NRCN Human Resource and Finance Manuals/Guidelines.

…….. ……..

EMPLOYEE/STAFF SIGNATURE **AUTHORISATION SIGNATURE**