

**FY 2010**  
**Weekly Time Sheet Entry, Tuesday Cut-off Date**  
**CM, Design Sections, SPSG & PM**  
**Regular Employee Billable JCS Days**

Month	Official Job Cost Cutoff Date	Weekly Time Sheet Cutoff Date	Days/ Month	Days/ Quarter	7.8 hrs/wk, 39 hrs/wk		% YTD
					Hours/ Month	Hours/ Quarter	
6	30-Jun	<b>30-Jun</b>					
7	30-Jul	<b>28-Jul</b>	20		156.0		<b>8%</b>
8	14-Aug	<b>11-Aug</b>	10		78.0		<b>11%</b>
9	29-Sep	<b>29-Sep</b>	35	65	273.0	507.0	<b>25%</b>
10	29-Oct	<b>27-Oct</b>	20		156.0		<b>33%</b>
11	25-Nov	<b>24-Nov</b>	20		156.0		<b>40%</b>
12	23-Dec	<b>22-Dec</b>	20	60	156.0	468.0	<b>48%</b>
1	28-Jan	<b>26-Jan</b>	25		195.0		<b>57%</b>
2	25-Feb	<b>23-Feb</b>	20		156.0		<b>65%</b>
3	30-Mar	<b>30-Mar</b>	25	70	195.0	546.0	<b>75%</b>
4	29-Apr	<b>27-Apr</b>	20		156.0		<b>82%</b>
5	27-May	<b>25-May</b>	20		156.0		<b>90%</b>
6	30-Jun	<b>30-Jun</b>	26	66	202.8	514.8	<b>100%</b>
<b>Total</b>			<b>261</b>	<b>261</b>	<b>2035.8</b>	<b>2035.8</b>	

*This report excludes Saturday & Sunday, holidays are included.*

**Holidays included in this report:**

Independence Day	Q1, 1day	7/3/09
Labor Day	Q1, 1day	9/7/09
Thanksgiving	Q2, 2 days	11/26 - 11/27/09
Winter	Q3,6 days	12/25 - 1/1/2010
Memorial Day	Q4, 1 day	5/31/10