2016 Timesheet

Instructions:

1. The form should be filled out every week, which starts on Monday.

2. Enter your “First Name,” “Last Name,” and “Starting Date of the Week.”

3. Enter hours spent on projects associated with each RG team (HR to Templeton Grant). For example, if you spent 2 hours on a Science 2.0 project and 2 hours on a RareShare project, enter “2” under “Science 2.0” and “2” under RareShare. (PMs please charge to your team and only to "PMO" when necessary.)

4. You may select “Send me a copy of my responses.”

5. Press “Submit.”

Your username () will be recorded when you submit this form. [Sign out](https://docs.google.com/logout)

\* Required

Top of Form

**First Name**\*



**Last Name**\*



**Starting date of the week**\*

Please choose Monday of the reporting week

**HR**

HR hours

**Science**

Science hours

**Science 2.0**

Science 2.0 hours

**Patient Advocacy**

PAT hours

**RareShare**

RareShare hours

**Legal**

Legal hours

**IT**

IT hours

**Communications**

Communications hours, includes Digital Marketing

**Finance**

Finance hours

**Grants and Development**

Grants and Development hours

**Writing**

Writing hours

**Strategic Alliances**

SAT hours

**PMO**

PMO hours

**Templeton Grant**

Templeton Grant Hours

**RDTF**

RDTF hours

**BeHeard**

BeHeard hours

**Mobile Apps**

Mobile Apps Hours



 Send me a copy of my responses.

|  |
| --- |
| *Never submit passwords through Google Forms.* |

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