

## Daily Activity Report and Time Record

Paid With  **Hourly** Employee *or* Paid With  **Regular** Employee

**(Check One.** Destination of time sheet depends on which one you check.)

Employee Name:  Program:

Month:  Prog. Acct. No.  Employee Number:

Day	Activities and Location	Total Hours Worked	Authorized Overtime Hours	Sick Leave Hours	Annual Leave Hours	Other Hours	Explain Other
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
<b>Totals for first half of month</b>		Total Hours Worked	Authorized Overtime Hours	Sick Leave Hours	Annual Leave Hours	Other Hours	
		0	0	0	0	0	

\_\_\_\_\_  
Employee's Certifying Signature

\_\_\_\_\_  
Supervisor's Verifying Signature

**Full-Time employees** please **COPY** this page, sign and turn in **COPY on 15th of each month**, then complete and turn in **ORIGINAL form on the last day of the month**.

## Daily Activity Report and Time Record (Page 2)

Paid With  **Hourly** Employee

**or** Paid With  **Regular** Employee

**(Check One.** Destination of time sheet depends on which one you check.)

Month:        **e** Month Year

Employee Name: \_\_\_\_\_

**Employee Name**

Day	Activities and Location	Total Hours Worked	Authorized Overtime Hours	Sick Leave Hours	Annual Leave Hours	Other Hours	Explain Other
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
<b>Totals for Entire Month</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

Hours Annual Leave           0            
 (Approved Leave Request Must be Attached)

Hours Sick Leave           0            
 (Approved Leave Request Must be Attached)

Hours Military Leave           0            
 (For Active Duty Only)

Hours Leave W/O Pay           0            
 (Approval Must be Attached)

Other Hrs. Leave W/Pay           0            
 (Administrative Leave Must be Approved by Ex. Dir.)

By signing below I hereby certify the total number of hours reported represents all hours worked during month.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature