**TIME AND ACTIVITY REPORT**

|  |  |  |
| --- | --- | --- |
| **Name of Employee** | **Fiscal Year** | **Quarter** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Week:** |  |  |  |  |  | **Week:** |  |  |  |  |  |  |  |
| **Activity/Program** | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** |  | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** |  | **Total Hours** | **Percent of Each Activity** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |  | **100%** |
| **Administrative Leave/Holidays** |  |  |  |  |  |  |  |  |  |  |  |  |  | **Subtotal** |
| **Annual Leave** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Sick Leave** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **--Total--** | **8** | **8** | **8** | **8** | **8** |  | **8** | **8** | **8** | **8** | **8** |  | **80** |  |

**I certify that the time distribution specified above is accurate.**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Signature of Employee Date**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Signature of Supervisor Date**