

Daily Activity Report and Time Record (Page 2)Paid With ☐ **Hourly** Employeeor Paid With ☐ **Regular** Employee**(Check One . Destination of time sheet depends on which one you check.)**

Month: <input type="text"/> Type Month Year		Employee Name: <input type="text"/> 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							
Totals for Entire Month		Total Hours	Authorized Overtime	Sick Leave	Annual Leave	Other Hours	