

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		Employee Name		Program:		Program Name	
Month	Type	Month	Year	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							