

U.S. DEPARTMENT OF LABOR
 Employment and Training Administration

Exp. Date 6/30/2008
 OMB Approval #1205-0132

WORKSHEET UI-1	UI STAFF HOURS				
State	Fiscal Year			Date	
Annual Hours Per Staff Year and Quarterly Distribution					
Hours Per Staff Year	Annual	First	Second	Third	Fourth
a. Hours Worked					
b. Hours Paid					
Comments					

INSTRUCTIONS FOR THE UI-1

Public Reporting Burden for the collection of this information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (1205-0132), Washington, DC 20503.

Please type or print legibly. The following general instructions explain how to use the form itself.

<u>Item</u>	<u>Entry</u>
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|----|---|
| a. | Enter the annual staff year hours worked and distribution by quarter.
The annual hours for this item must equal the annual hours worked from the planning targets. |
| b. | Enter the annual staff year hours paid and distribution by quarter.
The annual hours for this item must equal the annual hours for the number of standard hours. |