

SAMPLES OF PERSONNEL ACTIVITY REPORTS

Sample 1: Percentage of Time Method

Name of Organization

Employee's Name _____ Week Ending _____

<u>Activity</u>	<u>Distribution of Time*</u>
A	30%
B	50%
C	10%
Administration	<u>10%</u>
	100%

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____

* Must be based on an after-the-fact determination.

Sample 2: Total Number of Hours Worked Each Day Method

Name of Organization

Employee's Name _____ Week Ending _____

Activity	Number of Hours*					Total
	Monday	Tuesday	Wednesday	Thursday	Friday	
A	5	4	3			12
B	3	4	3			10
Leave			2	8	8	18
Total	8	8	8	8	8	40

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____

* Must be based on an after-the-fact determination.