FEDERAL AND STATE PROGRAMS TIME REPORT
TIME AND EFFORT LOG

For all personnel whose time is prorated to more than one program. Report all hours worked broken down to the nearest half-hour with activity codes. This report is to be forwarded to the District Treasurer's Office following the reporting period.

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		TOTAL
	Time	Act.	Time	Act.	Time	Act.	Time	Act.	Time	Act.	
ABSENCE W/ PAY											
TOTALS											

ACTIVITY CODES
BD - Budget
CL - Clerical
DS - Dissemination
IN - Inservice
LG - Legislation
ME - Materials & Equip.
ON - Onsite Assistance
PP - Parent Participation

_____   _____
Signature of Employee   **Printed Name**

_____
Employee Classification

_____   _____
Immediate Supervisor   **Supervisor**

PL - Planning
PS - Program Supervision
PR - Personnel
ST - Staff Meetings

Printed Name