

All hours are in .25 increments

An employee's entire day is accounted for

SAMPLE TIME AND ACTIVITY REPORT

Name: Sam Smith

Pay Period No. 4

Title: Bi-lingual Counselor

Leave time is accounted for

Period: 2/10/24 - 2/23/24

Billing Codes for Activities

Date	VOCA 1	VOCA 2	DCA-1	VAWA 1	DOE -1	DOE-2					Other	Leave Time	Leave Time Code	Total Hours
2/12/2024	4		3											7
2/13/2024		2	5											7
2/14/2024	3.5	3.5												7
2/15/2024				2.25	2.25	2.5								7
2/16/2024												7	V	7
2/19/2024											7			7
2/20/2024		2.75	4.25											7
2/21/2024	3	4												7
2/22/2024				2	2	3								7
2/23/2024	2		1	1								3	S	7
Total Hours	12.5	12.25	13.25	5.25	4.25	5.5	0	0	0	0	7	10		70
Total %	20.80%	20.40%	22.10%	8.80%	7.10%	9.20%	0.00%	0.00%	0.00%	0.00%	11.70%			100%

I certify that the time and activity report is correct:

Employee Signature Sam Smith

Date: 2/23/24

Grant Programs

- VOCA 1
- VOCA 2
- DCA - 1
- VAWA 1
- DOE - 1
- DOE - 2
- Other

Activity Codes

- define
- define
- define
- define
- define
- define
- Non grant supported activity

Leave Time /Codes

- Holiday (H)
- Vacation (V)
- Sick (S)

Employee signs first, then supervisor

Insert the daily number of hours (in .25 hour increments) worked on each program/activity. Sign the timesheet at the end of each pay period, then submit a signed copy to your supervisor for signature.

Name, Supervisor Jane Doe
signature

Date: 2/24/24

*Leave Time includes Administrative, Sick, Vacation, Holidays, etc.