**EMPLOYEE WORK LOG**

**Instructions:**

…Complete the work log every day when you work on IRAP project.

…**Each employee should submit this work log to his/her supervisor on last day of the month.**

**IRAP Project Number:** 952805

**Employee Name:** «Name» **Month:** «Month» **Year:** «Year»

| Date | Hours worked | Write what was done (write two lines Maximum per day) | Task # of IRAP Work Plan |
| --- | --- | --- | --- |
| «Date» | «Hours» | «Description» |  |

Total Hours worked this month = «Total\_hours»

On IRAP Project