

IV-E Activity Log

- Go to menu item “Tasks” - “IV-E Activity Log” (see screenshot below)
- **Important:** The log will default to the current year and month. To change the year and/or month, click on the calendar icon next to the Month. For those working in multiple counties, remember to complete all your time entries (for the month) across all your counties before applying your signature to each county’s log.
- **Processes:**
 - The daily percentages will auto-load for offices that have chosen this feature, and it will only do so when the user is the subject of the log or is a user that has special permission to load/reload another user’s log.
 - For those offices that have not chosen the auto-load feature, the daily percentages must be manually input by the user, and the Total Daily Time must be either 0% or 100%.
 - If an employee/contractor’s signature is applied, then the log cannot be modified unless that signature is removed. That signature can only be removed by the employee/contractor, a supervisor, or an administrator.
 - If the “Signature of Supervisor or Panel Administrator” exists, then it must be removed before the employee/contractor signature can be removed. FYI, the supervisor/administrator’s signature is not required by the JCC, because the FFDRP Monthly Invoice signature indicates that all activity logs have been verified by either a supervisor or an administrator.
 - The “Switch to different employee” hyperlink is only present for those users that have permission to access activity logs other than their own.
 - The “Hours Worked by Date” report can be used to confirm that all time has been correctly recorded.
 - Reports “IV-E Activity Log Summary” and “IV-E Activity Logs” are available for certain office personnel.

Inquiry Administration Tasks
JCATS Admin 1

Case Name	Case #	Appt. Date	Status	Attorney	JCATS #	Activity Log																								
Activity Log																														
Name: [REDACTED] Switch to different employee		Title: ATTORNEY III		County: Los Angeles		Year: 2021 Month: June																								
Instructions: In the section below, enter the percentage of time you spent daily on each of the line items. The daily total should add up to 100%.																														
Day of the Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Activity	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed
Case Specific Dependency	100	77.7%	81.2%	92		100	97.14	93.9%	84.84	90	56.7%			89.7%	97.77	93.0%	100	81.81	100	100	100	84.61	95.2%	72	62.8%			94.11	88.6%	87.87
Dependency—FFDRP Eligible (Admin, Supervisory, Executive)																														
Training (FFDRP Eligible)		16.6%																												
Paid Time-Off																														
FFDRP Ineligible or Non-Dependency Related		5.55	18.7%	8			2.85	6.06	15.1%	10	43.24			10.2	2.22	6.97		18.1%				15.38	4.76	28	37.14			5.88	11.3%	12.12
Total Daily Time:	100	100	100	100	0	100	100	100	100	100	100	0	0	100	100	100	100	100	100	100	100	100	100	100	100	0	0	100	100	100
Monthly Summary																														
Total % of Time FFDRP Ineligible: 10.47%	Total % of Time FFDRP Eligible: Case Specific: 88.86% Administrative: 0% Training: 0.66%																													
Certification																														