Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Inclusive Dates: \_\_\_\_\_\_\_\_\_\_\_\_  
Time In: \_\_\_\_\_\_\_\_\_\_\_\_ Time Out: \_\_\_\_\_\_\_\_\_\_ Total no. of Hours: \_\_\_\_\_\_\_\_\_\_

*Please classify activity/ies as Systems Analysis and Design (SAD), Programming, Systems Maintenance, System Testing, IT Documentation and Research, Web Design, Networking, PC Troubleshooting, System Implementation, IT Training and Meeting, and other IT-Related Activities.*