

## PERSONAL ACTIVITY REPORT

Pay Period Start Date:		Pay Period Ending:													
Employee Name:										Employee ID No.:					
	Acc	ount for time	e worked per day.		Time must be documented in hours, i			rs, not perce					Total		
Direct Time														Hours	
Subtotal															
Indirect Time															
Annual Leave															
Sick Leave															
Holiday															
Other (Describe)															
Subtotal															
Constant				1			1								
Grand Totals															
I certify this report accurately docu	uments my t	otal activit	ty for the	report	ing period			•					nade after tl		
Employee Signature: Date:						Pay	roll Times	heets hav	e been subr	nitted and I	nave the Res	sponsible			
									icial initial ach a men		reason for o	hange belo	w (or if warı	ranted	
I certify the time allocated and rea Responsible Official:								alla	icii a illeli	10).					
Responsible Official's Signature:						_ Date:		_							
								Responsible Official: Timekeeper:							
Adams de Lore 2005															
Adopted: Jan. 2015								:							