

Day	Number of Units*
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
15-Day Total	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	
31	
Second Half Total	

* Report minutes as a decimal fraction of one hour.

Month/Year	Project Name (optional)
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TEMPORARY EMPLOYEE DAILY ACTIVITY REPORT

Washington State University
Pullman, WA 99164

Complete a new Daily Activity Report each pay period.

Temporary or part-time employee: Each workday enter the number of hours worked or pieces completed on this form. This Daily Activity Report is the official accounting of your activity and is used to generate your paycheck. Your department uses this information to complete the Positive Pay Time Entry which is routed to Payroll Services.

Ask your supervisor for submittal deadlines. **You must submit this form by the submittal deadline to be paid on the next payday.**

WSU ID Number		Position Number		
Title		Title Code		
Employee Name (last, first, middle)				
Fund	Subfund	Program	Budget	Project
Units		Rate of Pay per Unit	Pay Period	
<input type="checkbox"/> Hour <input type="checkbox"/> Piece			From	To

I certify that this is an accurate report of the hours worked or the pieces completed for the days specified.

X _____
Employee's Signature Date

X _____
Supervisor's Signature Date