

# SAMPLE

## Time Sheet

Employee Name: Bill Smith

Pay period ending: 15-Feb-09

Employee Title: Manager

	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	31	Total Hours	%
<b>Activities</b>																		
CDBG		2.00	6.00	2.00		8.00			4.00	4.00	8.00	3.00					37.00	51%
HOME		3.00	2.00	2.00					2.00	1.00		3.00					13.00	18%
Workforce				3.00						3.00							6.00	
<b>Total HUD</b>	-	5.00	8.00	7.00	-	8.00	-	-	6.00	8.00	8.00	6.00	-	-	-	-	56.00	78%
<b>GENERAL FUND</b>																		
Staff meetings									2.00								2.00	3%
HMGP/emergency call back																	-	0%
Other		3.00		1.00								2.00					6.00	8%
Personnel																	-	0%
Training																	-	0%
																	-	
																	-	
																	-	
<b>TOTAL GENERAL FUND</b>	-	3.00	-	1.00	-	-	-	-	2.00	-	-	2.00	-	-	-	-	8.00	11%
<b>OTHER</b>																		
Vacation																	-	
Sickleave					8.00												8.00	
Leave without pay																	-	
Holiday																	-	
<b>Total Leave</b>	-	-	-	-	8.00	-	-	-	-	-	-	-	-	-	-	-	8.00	11%
<b>Total Hours</b>	-	8.00	8.00	8.00	8.00	8.00	-	-	8.00	8.00	8.00	8.00	-	-	-	-	72.00	100%

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_