

PERSONNEL ACTIVITY REPORT

Month: _____ Position Number: _____ Employee: _____

Effort:

Week 1:

Supervisor's Initials: _____

Column A COST OBJECTIVE Cost objectives upon which time was spent this week	Column B TIME - Cost Objective Total hours this week spent on each cost objective	Column C TIME - Total Total hours worked this week	Column D PERCENT ALLOCATION Percentage of time this week spent on each cost objective (Column B / Column C x 100%)

Week 2:

Supervisor's Initials: _____

COST OBJECTIVE	TIME - Cost Objective	TIME - Total	PERCENT ALLOCATION

Week 3:

Supervisor's Initials: _____

COST OBJECTIVE	TIME - Cost Objective	TIME - Total	PERCENT ALLOCATION

Week 4:

Supervisor's Initials: _____

COST OBJECTIVE	TIME - Cost Objective	TIME - Total	PERCENT ALLOCATION

Week 5:

Supervisor's Initials: _____

COST OBJECTIVE	TIME - Cost Objective	TIME - Total	PERCENT ALLOCATION

Monthly Percent Allocation _____

I hereby certify that the information contained in this Time and Effort Report accurately reflects actual time and effort distribution for the month reported.

Employee's Signature

Date

Supervisor's Signature and Title

Date