

## Time and Effort Sheet

Employee Name: \_\_\_\_\_

Employee #: \_\_\_\_\_

Regular Position: \_\_\_\_\_

Location/Building: \_\_\_\_\_

DATE	ACTIVITY	Begin Time	End Time	Actual Hours	Less Unpaid Hours (Lunch/Breaks)	Hours to be Paid

**Total Hours:**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's/Facilitator's Signature

\_\_\_\_\_  
Date