TIME AND ACTIVITY SHEET FOR HOURLY PERSONNEL

Employee:_____ ORG Project Title:_____
Title:_____ ORG Project Number:_____

FOR PAY PERIODS

Beginning	Ending	Paid By Check No.	ORG Pay
_____	_____	_____	$_____
_____	_____	_____	$_____
_____	_____	_____	$_____
_____	_____	_____	$_____

ATTACH COPIES OF CANCELLED PAYROLL CHECKS TO THIS SHEET

Date	Project Element (s)	Work Description	ORG Hours	Non ORG Hours	Hourly Rate
		ORG TOTALS		X	

TOTAL AMOUNT CLAIMED $_____

Employee's Signature:_____

Supervisor's Signature:_____ Date:_____