



ADMINISTRATION TIME SHEET							Pay Period:	
NAME	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
	In	In	In	In	In	In	In	
	Out	Out	Out	Out	Out	Out	Out	
Description of activity:								
Total Daily Hours:								
							Total Weekly Hours:	0
NAME	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
	In	In	In	In	In	In	In	
	Out	Out	Out	Out	Out	Out	Out	
Description of activity:								
Total Daily Hours:								
							Total Weekly Hours:	0
Staff Signature & Date:								
Executive Director Signature:								
<i>Office use only</i>								
	Total Hours:		Hourly Rate:		Total:			