1. **Time and Effort Format**

Name:

Title/Position:

Location:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Month:** |  | **Month:** |  | **Month:** |
| **Day** | **Hours Worked** | **Day** | **Hours Worked** | **Day** | **Hours Worked** |
| 1 |  | 1 |  | 1 |  |
| 2 |  | 2 |  | 2 |  |
| 3 |  | 3 |  | 3 |  |
| 4 |  | 4 |  | 4 |  |
| 5 |  | 5 |  | 5 |  |
| 6 |  | 6 |  | 6 |  |
| 7 |  | 7 |  | 7 |  |
| 8 |  | 8 |  | 8 |  |
| 9 |  | 9 |  | 9 |  |
| 10 |  | 10 |  | 10 |  |
| 11 |  | 11 |  | 11 |  |
| 12 |  | 12 |  | 12 |  |
| 13 |  | 13 |  | 13 |  |
| 14 |  | 14 |  | 14 |  |
| 15 |  | 15 |  | 15 |  |
| 16 |  | 16 |  | 16 |  |
| 17 |  | 17 |  | 17 |  |
| 18 |  | 18 |  | 18 |  |
| 19 |  | 19 |  | 19 |  |
| 20 |  | 20 |  | 20 |  |
| 21 |  | 21 |  | 21 |  |
| 22 |  | 22 |  | 22 |  |
| 23 |  |  | 23 |  |  | 23 |  |
| 24 |  |  | 24 |  |  | 24 |  |
| 25 |  |  | 25 |  |  | 25 |  |
| 26 |  |  | 26 |  |  | 26 |  |
| 27 |  |  | 27 |  |  | 27 |  |
| 28 |  |  | 28 |  |  | 28 |  |
| 29 |  |  | 29 |  |  | 29 |  |
| 30 |  |  | 30 |  |  | 30 |  |
| 31 |  |  | 31 |  |  | 31 |  |
| **Month’s Total :** |  | **Month’s Total :** |  | **Month’s Total :** |

Worker Signature**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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