

# TIME AND EFFORT LOG

First/Last Name \_\_\_\_\_ Title \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Supervisor's Signature \_\_\_\_\_ Program Director's Signature \_\_\_\_\_

PROGRAM NAME	Account for all time worked per day.																									Total Hrs.					
	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F						
<i>Enter Dates</i> →																															
<b>DIRECT TIME</b>																															
Title I																															
Reading First																															
Title II - Highly Qualified																															
Reading Improv.																															
Class-Size Reduction																															
IDEA Flow Through																															
IDEA Preschool																															
Medicaid																															
McKinney Vento																															
Carol White PEP																															
Early Literacy																															
<b>SUBTOTAL</b>																															
<b>INDIRECT TIME</b>																															
Lunch																															
Planning																															
Prof. Development																															
Sick Leave																															
Vacation																															
Holiday																															
<b>SUBTOTAL</b>																															
<b>GRAND TOTALS</b>																															

*All staff members funded by grants must complete a time and effort log. If you have a fixed schedule please attach it to this log documentation*