# Sample Employee Activity Report

Employee: ____________________________
Department: ____________________________

Time Period: ____________________________

(Report actual time only.)

<table>
<thead>
<tr>
<th>Site</th>
<th>Project</th>
<th>Activity</th>
<th>Day</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
<th>Weekly Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(Regular)</td>
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<td></td>
<td></td>
<td></td>
<td>(Overtime)</td>
</tr>
</tbody>
</table>

**Supportive Services**
- Case Management
- Substance Abuse Counseling
- Housing Services
- Employment Assistance
- Other:

**Housing Operations**
- Housing Management
- Other:

**HMIS**

**Administration**
- Accounting
- Audit
- Other:

**Leave**

**Ineligible Costs**
- Staff Meetings
- Staff Training
- Agency Duties
- Other:

**Totals**

Employee: ____________________________
Signature ____________________________ Date ____________________________

Supervisor: ____________________________
Signature ____________________________ Date ____________________________