



LEAP COUNSELOR TIMESHEET – Date of Pay Period: ___ / ___ /06 -- ___ / ___ /06 (Sun-Sat)

Name: (PRINTED) _____ Social Security #: _____ AmeriCorps Member: (Circle One) YES NO

Site: _____ Position: (Circle One) SC JC Other: _____

STEPS TO COMPLETE TIME SHEET

- In the Activity Report, for each hour you worked, write in the letter (T: Training Hours; P: Program Hours, includes all work with LEAP children, parent contact, and curriculum planning; D: Development, includes Development session and events) to indicate the appropriate type of work.
- If you worked for only part of an hour, next to the letter also write in the time (round to the nearest 1/2 hour) you either began or ended work during that hour. Ex. 6-7 p.m. B 6:30
- In the Total Hours for Day box, add up the hours worked for each day (round to the nearest 1/2 hour).
- In the Total Hours for Week box, add up the hours worked for the entire week.

EXAMPLE DAY Date: 00/00/00

Total Hours for Day 3.5

ACTIVITY REPORT

Time	Key	Time	Key
7-8am		3-4pm	P
8-9am		4-5pm	P
9-10am		5-6pm	P 5:30
10-11am		6-7pm	
11-12pm		7-8pm	
12-1pm		8-9pm	
1-2pm		9-10pm	
2-3pm	P	10-11pm	

MONDAY Date:

Total Hours for Day

ACTIVITY REPORT

Time	Key	Time	Key
7-8am		3-4pm	
8-9am		4-5pm	
9-10am		5-6pm	
10-11am		6-7pm	
11-12pm		7-8pm	
12-1pm		8-9pm	
1-2pm		9-10pm	
2-3pm		10-11pm	

WEDNESDAY Date:

Total Hours for Day

ACTIVITY REPORT

Time	Key	Time	Key
7-8am		3-4pm	
8-9am		4-5pm	
9-10am		5-6pm	
10-11am		6-7pm	
11-12pm		7-8pm	
12-1pm		8-9pm	
1-2pm		9-10pm	
2-3pm		10-11pm	

FRIDAY Date:

Total Hours for Day

ACTIVITY REPORT

Time	Key	Time	Key
7-8am		3-4pm	
8-9am		4-5pm	
9-10am		5-6pm	
10-11am		6-7pm	
11-12pm		7-8pm	
12-1pm		8-9pm	
1-2pm		9-10pm	
2-3pm		10-11pm	

SUNDAY Date:

Total Hours for Day

ACTIVITY REPORT

Time	Key	Time	Key
7-8am		3-4pm	
8-9am		4-5pm	
9-10am		5-6pm	
10-11am		6-7pm	
11-12pm		7-8pm	
12-1pm		8-9pm	
1-2pm		9-10pm	
2-3pm		10-11pm	

TUESDAY Date:

Total Hours for Day

ACTIVITY REPORT

Time	Key	Time	Key
7-8am		3-4pm	
8-9am		4-5pm	
9-10am		5-6pm	
10-11am		6-7pm	
11-12pm		7-8pm	
12-1pm		8-9pm	
1-2pm		9-10pm	
2-3pm		10-11pm	

THURSDAY Date:

Total Hours for Day

ACTIVITY REPORT

Time	Key	Time	Key
7-8am		3-4pm	
8-9am		4-5pm	
9-10am		5-6pm	
10-11am		6-7pm	
11-12pm		7-8pm	
12-1pm		8-9pm	
1-2pm		9-10pm	
2-3pm		10-11pm	

SATURDAY Date:

Total Hours for Day

ACTIVITY REPORT

Time	Key	Time	Key
7-8am		3-4pm	
8-9am		4-5pm	
9-10am		5-6pm	
10-11am		6-7pm	
11-12pm		7-8pm	
12-1pm		8-9pm	
1-2pm		9-10pm	
2-3pm		10-11pm	

Office Use Only:
Payroll ID # _____

Administrative Use Only:
Program: _____
Training: _____
Development: _____

By signing below, I certify that these hourly designations indicating the time I worked are accurate:

Signature Date

By signing below, I certify to the best of my knowledge, this counselor has worked according to the hourly designations described:

Supervisor's Signature Date

TOTAL WEEKLY HOURS _____
Activity Report Key
T=Training Hours
P= Program Hours
D=Development Hours