Sample Personnel Activity Report for Profit Organizations
(Time and Effort Report)

Bi-Monthly Time Record

Organization Name: _____

Employee's Name: _____

Month: _____

Project:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Total
Holiday:																
Vacation																
Sick																
Other:																
Total Hours																

NOTE: Corrections should be made in ink and initialed by the Employee.

Employee's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____