

## Sample Personnel Activity Report for State, Local, and Indian Tribal Governments (Time and Effort Report)

**Organization Name:** \_\_\_\_\_

**Employee's Name:** \_\_\_\_\_

**Week Ending:** \_\_\_\_\_

Activity	Grant Number	Grant Name	Distribution of Time
1	_____	_____	_____ %
2	_____	_____	_____ %
3	_____	_____	_____ %
4	_____	_____	_____ %
5	_____	_____	_____ %
<b>Other</b>			
	Grant Number	Grant Name	
6	_____	_____	_____ %
7	_____	_____	_____ %
8	_____	_____	_____ %
9	_____	_____	_____ %
10	_____	_____	_____ %
<b>Administrative</b>	_____	_____	_____ %
<b>Fundraising</b>	_____	_____	_____ %
<b>Leave</b>			
	Sick	_____	_____ %
	Vacation/Annual	_____	_____ %
	Other (Specify)	_____	_____ %
<b>TOTAL</b>			<b>100 %</b>

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_