

Sample Time Distribution Record for Multiple Cost Objectives Employee

PERSONNEL ACTIVITY REPORT

Name of Organization: ___“Presidents School District #99-9”___

Employee's Name: _____

Time Period ⁽¹⁾: _____

Cost Objectives	<i>Distribution of Time</i>	<i># of Hours of Time</i>
Title I Kindergarten Teacher in “Washington Elementary”	40%	3.2
Title I Kindergarten Teacher in “Adams Elementary”	50%	4
Administration (Title I Director Activities)	10%	.8
Total	100%	8

I certify that to the best of my knowledge that this is an after-the-fact determination of my actual activities for this time period.

Employee's Signature: _____ Date: _____

Supervisor's Signature ⁽²⁾: _____ Date: _____

⁽¹⁾ Reports must be prepared at least **monthly** for employees working on **multiple cost objectives** and must coincide with one or more pay periods.

⁽²⁾ Supervisory official having first hand knowledge of the activity performed by employee.