

Time Distribution Worksheet Part 1

Name:
 Month/Year:
 Employee's Name:

Employee ID#:
 Position:
 Submission Date:

Day & Time	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
8am																															
9am																															
10am																															
11am																															
12pm																															
1pm																															
2pm																															
3pm																															
4pm																															
5pm																															
Fund Source (s)																															

Activities

Funding Sources

- 1 – Recruitment
- 2 – Retention
- 3 – Instruction
- 4 – Assessment
- 5 – Counseling
- 6 - Administration
- 7 - Child Care
- 8 - Data & Info Services
- 9 – Transportation
- 10 - Professional Dev
- 11 - Program Planning
- 12 – Fiscal
- 13 – Clerical
- 14 - Other:

- 1 - Federal Basic
- 2 - Federal IELCE
- 3 - State Basic
- 4 - State Performance
- 5 - State Public Assistance
- 6 - Unrestricted
- 7 - Other:

Employee's Signature

Date

Supervisor's Signature

Date

Time Distribution Worksheet Part 2

Name:
 Month/Year:
 Employee's Name:

Employee ID#:
 Position:
 Submission Date:

Day & Time	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
12am																															
1am																															
2am																															
3am																															
4am																															
5am																															
6am																															
7am																															
FOR HOURS 8AM to 5PM, USE PART 1																															
6pm																															
7pm																															
8pm																															
9pm																															
10pm																															
11pm																															
Fund Source (s)																															

Employee's Signature

Date

Supervisor's Signature

Date