

**Daily Time and Attendance Report**

Employee Name: \_\_\_\_\_ Month/Year: \_\_\_\_\_ Week Ending: \_\_\_\_\_

Program	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total	Over-time
AC	In: Out: In: Out:	In: Out: In: Out:	In: Out: In: Out:	In: Out: In: Out:	In: Out: In: Out:	In: Out: In: Out:	In: Out: In: Out:		
AST	In: Out: In: Out:	In: Out: In: Out:	In: Out: In: Out:	In: Out: In: Out:	In: Out: In: Out:	In: Out: In: Out:	In: Out: In: Out:		
GED	In: Out: In: Out:	In: Out: In: Out:	In: Out: In: Out:	In: Out: In: Out:	In: Out: In: Out:	In: Out: In: Out:	In: Out: In: Out:		
PP	In: Out: In: Out:	In: Out: In: Out:	In: Out: In: Out:	In: Out: In: Out:	In: Out: In: Out:	In: Out: In: Out:	In: Out: In: Out:		
WD	In: Out: In: Out:	In: Out: In: Out:	In: Out: In: Out:	In: Out: In: Out:	In: Out: In: Out:	In: Out: In: Out:	In: Out: In: Out:		
Admin.	In: Out: In: Out:	In: Out: In: Out:	In: Out: In: Out:	In: Out: In: Out:	In: Out: In: Out:	In: Out: In: Out:	In: Out: In: Out:		
Sick									
Vacation									
Holiday									
Other									
<b>TOTALS</b>									

*By signature below, we certify that this information accurately accounts for 100% of the employee's work effort.*

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

Time is to be kept in 15-minute increments

**Program Codes**

- AC – AmeriCorps
- AST – After School Tutoring Program
- GED – GED Adult Program
- PP – Project Peak
- WD – Workforce Development