



MONTHLY TIME & EFFORT LOG

PRINT NAME: _____

PERIOD: FROM _____ TO _____

PROJECT TITLE: _____

DAY	DATE	TIME IN	TIME OUT	TOTAL HOURS
SUNDAY				
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
WEEK TOTAL				
SUNDAY				
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
WEEK TOTAL				
SUNDAY				
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
WEEK TOTAL				
SUNDAY				
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
WEEK TOTAL				
PERIOD TOTAL				

STAFF/PERSONNEL SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE