

TOWN OF GRANBY
Employee Record of Activities

Employee Name: John Snow

Month: February

Please fill in the chart below. For activities done outside of the town hall, please be prepared to provide supporting documentation.

DATE	TIME IN	TIME OUT	No. HOURS	DESCRIPTION OF ACTIVITY
2/1	5 ³⁰ _p	9 ³⁰ _p	4	Comprehensive plan review team and reports
2/2	3 ³⁰ _p	7 ³⁰ _p	4	office hours - emails, reports, phone calls
2/3	7 ⁰⁰ _p	12 ⁰⁰ _p	5	bank reconciliation
2/4	off	off	0	
2/5	5 ⁰⁰ _p	9 ⁰⁰ _p	4	codes investigation on quernsey rd office hours - financial reports
2/6	5 ³⁰ _p	10 ⁰⁰ _p	4.5	planning bid mtg, meeting w/ Lisa office hours
2/7	4 ³⁰ _p	7 ¹⁵ _p	2.75	monthly financial report teams meeting w/ Camille
2/8	9 ⁰⁰ _p	10 ⁰⁰ _p	1	phone conversation with Tom Anthony regarding new town hall
2/9	off	off	0	
2/10	10 ⁰⁰ _a	10 ⁰⁰ _p	12	Annual Financial Report Prep *worked from home
2/11	12:45pm	9 ³⁰ _p	8.75	office hours, prepare for meetings; professional development
2/12	4:30pm	11 ³⁰ _p	7	office hours; job site visit; payroll accounting & taxes
2/13	4:30pm	10:00p	5.5	Board meeting conf w/ Cartegraph office hours
2/14	4:00pm	6:30p	2.5	Phone call w/ D. Edwards office hours - banking for bills on Abstract
2/15	1:00pm	3:00p	2	Zoom with NYGFOA teams w/ USDA RD
2/15	4:00pm	10:30p	6.5	Phone calls; return messages; office hours met w/ Tenny Rep
2/16	12:00pm	7:00p	7	Site visit and meeting with Tom; Doug; office hours

DATE	TIME IN	TIME OUT	No. HOURS	DESCRIPTION OF ACTIVITY
2/17	6 ⁰⁰ a	9 ⁰⁰ a	3	travel to conference
2/18	11 ⁰⁰ a	11 ⁰⁰ p	12	conf registration, meet with vendors ICMA professional Development
2/19	8 ³⁰ a	10 ³⁰ p	14	AOT conference ICMA professional development
2/20	8 ³⁰ a	10 ³⁰ p	14	AOT conference ICMA professional development
2/21	off		0	
2/22	off		0	
2/23	off		0	
2/24	off		0	
2/25	12 ³⁰ p	5 ³⁰ p	5	office hours, project site visit journal entries, meeting prep
2/25	6 ³⁰ p	11 ⁰⁰ p	4.5	office hours, meeting prep banking, catch up on emails
2/26	4 ³⁰ p	12 ⁰⁰ a	7.5	office hours, payroll accounting
2/27	11 ³⁰ a	11 ³⁰ p	12	returned IT equipment; NBT bank site visit; Construction meeting; office hours
2/28	4 ⁰⁰ p	10 ⁰⁰ p	6	work session
2/29	11 ⁰⁰ a	10 ⁰⁰ p	11	returned IT equipment, jobsite visit, prepare for comp plan mtg; comp plan mtg
all month	7 ⁰⁰ a	7 ³⁰ a	.5 x 14 days	= 7 hrs. talking to Diane on phone

With my signature, I attest to the accuracy of the record provided above.

Signature

Date

3/3/24