

TOWN OF GRANBY
Employee Record of Activities

Employee Name: John Snow

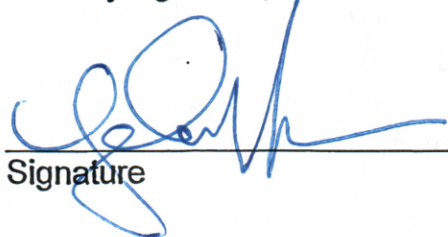
Month: January

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
1/1	4:00 p	11:30p	7.5	closing books; starting year-end reporting, bank recs (worked from home)
1/2	5:30 p	9:15p	3.75	organizational meeting; payroll transfer, and taxes
1/3	7:15 p	10:00p	2.75	payroll accounting
1/4	7:30p	9:30p	5	Smart growth comp plan documents, meeting on zoom
1/5	8:15p	12:15a	4	preparation for Town Board meeting writing resolutions, creating agenda
1/6	9:00a	10:30p	13.5	Crest grant documents, Park grant documents, emails, insurance surveys
1/7	5:00p	7:30p	2.5	comp plan - historical inventory (worked from home)
1/8	4:30	6:30p	2	phone calls and emails tasks left by Diane
1/8	7:30	10:30p	3	rec accounts, renew meeting agendas (worked from home)
1/9	3:30	8:00p	4.5	tuesday off hours; worked on codes court cases, met w/ Court staff about issue
1/9	8:00	11:00p	3	planning board meeting and conference after with 2 PB members
1/10	6:30p	11:30p	5	Board meeting; banking for bills
1/11	5:30p	9:30p	4	off hours; emails, items left by Diane; New town hall project management; banking
1/12	4:15p	10:00p	5.75	off hours, emails, conversation with Hannah Superior; project management (new town hall)
1/13	10:00a	12:30p	2.5	off hours - worked through emails drafted letters
1/13	1:30p	4:30p	3	meeting in Volney with Volney Superior and deputy superior
1/14	1:30p	10:30p	9	drafted letters and pay letters; GFOA training; pay sheets for employees
1/15	9:45a	5:15p	7.5	tour jobsite) came back to office to process loans and W2s and year end reports
1/16	5:30p	9:00p	3.5	payroll; items that Diane left for me

1/17	5:30p	8:30p	3	Process 1099s, prepare package to get mailed to IRS
1/17	8:30p	9:00p	.5	investigation of overnight shift in highway
1/18	5:45p	9:45p	4	investigation of vehicle usage and computer usage in highway garage
1/19	4:00p	11:00p	7	office hours - payroll accounting project management for park grant
1/20	9:15a	10:30p	13.25	office hours; project management weekly reconciliation; emails and letters
1/21	3:30p	8:30p	5	*worked from home -strategic planning documents
1/22	5:30p	9:30p	4	codes count
1/23	2:45p	7:45p	5	office hours; teams meetings w/ Kynore, cartographer, and Vaisala
1/24	3:00p	4:00p	1	conf call w/ state for park grant
1/25	5:30p	11:30p	6	conf call with kris for insurance renewal emails; Smart Growth comp plan; accounting
1/26	9:00a	10:30p	13.5	meeting in Fulton with Jim Pire, job site inspection meeting w/ Engineer, conf call w/ planner office hours meeting w/ Karasch
1/27	off		0	
1/28	2:00p	9:00p	7	office hours; prepare for work session
1/29	5:15p	9:30p	4.25	codes count; payroll #3
1/30	5:30p	7:30p	2	office hours; renew bills; phone conf w/ Tom anything regarding job site
1/30	8:00p	11:30p	3.5	worked from home - strategic planning prep for work session
1/31	4:00p	10:30p	6.5	Board meeting (work session) pay bills Job Site visit - Spoke with DOL
18 days Jan	7:15a	7:45a	9	conversation with Diane on the phone as I drive to school

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


Signature

1/31/24
Date