

TOWN OF GRANBY
Employee Record of Activities

Employee Name: John Smith

Month: June '24

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
6/1				took day off
6/2	2:00pm	10:00pm	8	office hours, training, bank reconciliations
6/3	7:30pm	10:30pm	3	payroll, banking and paying taxes
6/4	4:00pm	10:30pm	6.5	accounting for payroll, phone calls, emails
6/5	3:00pm	10:00pm	7	office hours - code enforcement stuff
6/6				
6/7				
6/8				
6/9				
6/10	5:30pm	8:00pm	2.5	office hours; phone calls
6/11	4:30pm	11:30pm	7	office hours; meeting prep
6/12	3:30pm	10:30pm	7	town board meeting - office hours
6/13				took day off
6/14				took day off
6/15				took day off
6/16	12:30pm	10:30pm	10	office hours
6/17	9:30am	11:30pm	14	new town hall - IT payroll quarterlies

DATE	TIME IN	TIME OUT	No. HOURS	DESCRIPTION OF ACTIVITY
6/18	3:00 pm	10:30 pm	7.5	office hours, new trunk hall
6/19	8:00 am	10:00 pm	14	Digust clean up, new trunk hall codes stuff
6/20	3:30 pm	11:30 pm	8	Digust clean up, codes stuff
6/21	1:00 pm	4:00 pm	3	codes stuff; meeting w/ codes atty
6/21	8 pm	12:00 am	4	Codes stuff - process violations
6/22				off
6/23	12:30 pm	12:30 am	12	Codes stuff
6/24	7:15 am	9:45 pm	14.5	codes stuff - new trunk hall - abstract
6/25	10:00 am	10:00 pm	12	new trunk hall - board meet. prep
6/26	8:00 am	10:30 am	14.5	new trunk hall, NIGROA mtg, work session
6/27	8:00 am	7:00 pm	11	new trunk hall
6/28	12:30 pm	11:30 pm	11	new trunk hall moving history & archives
6/29	12:30 pm	11:30 pm	11	office hours; new trunk hall; codes violations
6/30	12:00 am	2:00 pm	2	* worked from home - Oprengur budget
6/30	1:15 pm	11:45 pm	10.5	office hours; bank recs; Supervisors monthly

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



Signature

6/30/24

Date