

**TOWN OF GRANBY**  
Employee Record of Activities

Employee Name: John Sime

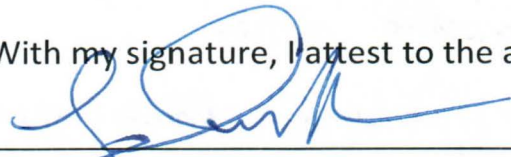
Month: July

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
7/1	12:30p	12:30a	12	office hours, new building
7/2	11:30a	1:30a	14	office hours; new building
7/3	12pm	5pm	5	County Fair; phone calls
7/4	8 <sup>30</sup> am	11:30pm	14	landscaping; office hours. codes stuff
7/5	1:30pm	12:30am	11	office hours; moving items from old town hall
7/6	2:00pm	10:00pm	8	office hours; moving items from old town hall
7/7	1:00pm	8:00pm	7	office hours; pick up prints from staples
7/8	10:00am	10:00pm	12	ZBA meeting, office hours, meeting w/ codes atty
7/9	9:00am	11:45am	2.75	office hours
7/9	1:00pm	11pm	10	office hours - mtg with codes bid mtg prep
7/10	8:00am	10pm	14	office hours - bid mtg
7/11	8:00am	11pm	15	office hours - mtg w/ l da
7/12	10:00am	12:30am	14.5	moving offices
7/13	11am	11:45pm	12.75	Park grant - moving offices
7/14	4:45p	12:45a	8	moving offices
7/15	1 <sup>00</sup> p	12 <sup>30</sup> a	11.5	office hours - moving offices
7/16	1 <sup>00</sup> p	11 <sup>30</sup> p	10.5	office hours - moving offices

DATE	TIME IN	TIME OUT	No. HOURS	DESCRIPTION OF ACTIVITY
7/17	12:45 p	9:45	9	office hours: codes stuff (minutes, letters, mailing)
7/18	1:00 p	8:30 p	7.5	office hours
7/19	8:30 a	8:45 pm	12.25	office hours; yFOA PD
7/20	4:00 p	11:30 pm	7.5	office hours: prepare for work session.
7/21		off		
7/22	12:30 p	10 pm	9.5	office hours - prepare for bill
7/23	12:30 p	10:30 pm	10	office hours - grant management
7/24	12:30 p	11:30 pm	11	office hours & work session
7/25	12:45 p	9:45 pm	9	office hours
7/26	2:00 p	11:30 pm	9.5	office hours - budget prep
7/27	3:00 p	11:00 pm	8	office hour - budget prep
7/28		off		
7/29	5:15 a	5:15 p	12	conference travel and meetings
7/30	8:00 a	5:00 p	9	conference meetings
7/31	1:00	9:30 p	8.5	conf call; travel home; ZBA meeting; payroll

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

  
 \_\_\_\_\_  
 Signature

7/31/2024  
 \_\_\_\_\_  
 Date