

TOWN OF GRANBY
Employee Record of Activities

Employee Name: John Sm

Month: Aug '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
8/1	1245	915	8.5	office hours
8/2	1145	945	8.0	office hours
8/3		<u>off</u>		
8/4	1 ⁰⁰ pm	10 ³⁰ pm	9.5	month end reports; reconciliation
8/5	12 ³⁰ pm	9 ¹⁵ pm	8.75	budget prep
8/6	2:30pm	10:30pm	8	meeting prep (office hours)
8/7	12 ³⁰ pm	10:30pm	10	meeting / office hours
8/8		<u>off</u>		
8/9	11:00am	10:00pm	11	office hours
8/10		<u>off</u>		
8/11	12:30pm	11:30pm	11	prep for green house; office hours
8/12	1:00pm	9:30	8	office hours
8/13	1:00pm	10:30	9	office hours
8/14	1:00pm	11:30	10	office hours
8/15	1:00pm	3:00pm	2	Payroll issues
8/16	8:00am	5:30pm	9.5	NygFOA Board Mtg
8/17		<u>off</u>		

DATE	TIME IN	TIME OUT	No. HOURS	DESCRIPTION OF ACTIVITY
8/18	2pm	10:30	8.5	office hours - IT stuff
8/19	12:30pm	10:30pm	10	office hours
8/20	3:45pm	9:15pm	5.5	office hours
8/21	9:30pm	11:30pm	2	office hours
8/22	off			
8/23	12:30pm	9:30pm	9	office hours
8/24	4:00pm	8:00pm	4	moving records
8/25	1:00pm	8:00pm	7	office hours
8/26	9:00am	4:00pm	7	office hours
	6:00pm	10pm	4	office hours
8/27	3:00pm	11:00pm	8	open house prep
8/28	3:15pm	10:45pm	7.5	open house
8/29	off			
8/30	off			
8/31	off			

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

Signature

Date

9/3/24