

TOWN OF GRANBY
Employee Record of Activities

Employee Name: Jha Anne

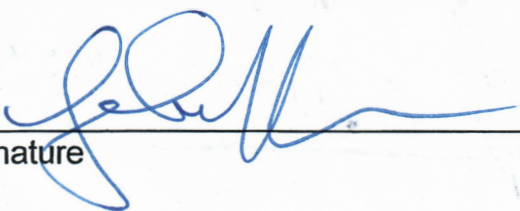
Month: September

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
9/1		off	—	—
9/2		off	—	—
9/3	3:15 p	10:15 p	7	office hours. Planning Bd
9/4	4pm	10pm	6	office hours; Bd meeting
9/5		off	—	—
9/6	4pm	6:30pm	2.5	office hours; phone call w/ D. Miller
9/7		off	—	—
9/8	5pm	11pm	6	office hours; bank recs
9/9	4:30pm	11pm	6.5	office hours; mtg w/ Ryan Betts; bank recs processed PR #19
9/10	4:15pm	11:15pm	7	office hours - budget prep
9/11	4:00pm	10:30pm	6.5	office hours - budget prep
9/12		off	—	—
9/13	4:00pm	10:00pm	6	office hours - budget prep DA
9/14		off	—	—
9/15	3:00pm	10:00pm	7	office hours - budget prep SL, SW, V
9/16	5:45pm	8:45pm	3	mtg w/ Tracy; codes count
9/17	4:15pm	10:15pm	6	Budget Prep / office hours
9/18	4:30pm	11:30pm	7	Budget Prep / office hours / mtg w/ J. Gray
9/19		off	—	—

9/20	4:00 p	10:00 p	6	travel to ICMA conf
9/21	8:00 a	5:00 p	9	ICMA
9/22	8:00 a	5:00 p	9	ICMA
9/23	8:30 a	4:30 p	8	ICMA
9/24	8:30 a	4:30 p	8	ICMA
9/25	8:30 a	5:30 p	9	ICMA and travel home
9/26	off		—	off
9/27	4:15	11:15	7	Payroll ; quarterlies ; office hours
9/28	off		—	off
9/29	1:30 p	8:30 p	7	travel to Transfun
9/30	8:30 a	4:30 p	8	Transfun

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


Signature

10/1/24
Date