

TOWN OF GRANBY
Employee Record of Activities

Employee Name: John Sun

Month: October

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
10/1	8 ³⁰ a	5 ⁰⁰ p	8.5	Transfurn '24
10/2	8 ³⁰ a	5 ⁰⁰ p	8.5	Transfurn '24
10/3	9 ⁰⁰ a	4 ³⁰ p	7.5	Transfurn '24
10/4	10 ⁰⁰ a	6 ⁰⁰ p	8	Transfurn, Took pengov certification exam
10/5	10 ⁰⁰ a	4 ⁰⁰ p	6	travel home
10/6	2 ³⁰ p	10 ³⁰ p	8	offire hours
10/7	4 ¹⁵ p	10 ¹⁵ p	6	office hours
10/8	5 ¹⁵ p	12 ¹⁵ a	7	office hours; meeting prep
10/9	4:00p	10:30p	6.5	Budget Workshop: Public Hearings, Board Meeting
10/10	—	—	—	Budget Prep N
10/11	4:30pm	6:00pm	1.5	investigation - drainage at Wilobels met with residents at ditch.
10/12	—	—	—	N
10/13	2 ⁰⁰ pm	9 ³⁰ pm	7.5	office hours
10/14	1 ³⁰ pm	10 ⁰⁰ pm	8.5	Budget prep
10/15	4 ³⁰ pm	8 ³⁰ pm	4	Budget workshop
10/16	4 ¹⁵ pm	10:30pm	6.25	office hours
10/17	8 ⁰⁰ am	7 ⁰⁰ pm	11	NygfoA Board Meeting + Lunch at unc meeting side Allen
10/18	4:30pm	9:30pm	5	Budget Prep
10/19	N	—	—	—

10/20	1 ³⁰ pm	9 ³⁰ pm	8	Budget Prep
10/21	4 ¹⁵ pm	6 ³⁰ pm	2.25	vis. of old town hall; payroll accounting
10/21	8 ³⁰ pm	10pm	1.5	Payroll accounting
10/22	4pm	9 ³⁰ pm	5.5	Budget Prep
10/23	4pm	10pm	6	Budget workshop and work session
10/24	12:30pm	2:30pm	2	Civil Service Workshop
10/25	4pm	9:30pm	5.5	visit old town hall - budget prep
10/26	—	—	—	off
10/27	2pm	10:30pm	8.5	Budget Prep; catch up w/ emails
10/28	4pm	10:00pm	6	meeting with Fulton elected officials
10/29	4:00pm	10:00pm	6	Budget Prep
10/30	6:00pm	10:30pm	4.5	Budget Prep
10/31	—	—	—	off

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

Signature

Date

11/1/2024