



THE SCHOOL DISTRICT OF  
UNIVERSITY CITY

Transform the Life of Every Student Every Day!

# TIME AND EFFORT LOG

Employee Name: \_\_\_\_\_

Account Number \_\_\_\_\_

- \$22/hour: (ex. meetings, workshops, professional development)
- \$27/hour (ex. tutoring, Saturday school, student screenings, curriculum writing)
- \_\_\_/hour (other)

DATE	ACTIVITY DESCRIPTION	TIME IN	TIME OUT	HOURS
			Total Hours	
<b>TOTAL COST</b>				\$

\_\_\_\_\_  
Employee Signature / Date

\_\_\_\_\_  
Principal Signature / Date

\*\*\*\*All time & effort logs must be turned in prior to the last day of school in order to be paid by June 30<sup>th</sup>. Due to the budget cycle, funds are not available after June 30<sup>th</sup>.