

CHILD START PERSONNEL ACTIVITY REPORT

Full Day Full Year

Employee									Pay Period			to								
Position									Number											
Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Total				
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		31			
Program/Activity																				
Regular Hours																				
1001 Head Start																				
3502 Solano Prop 10																				
Total																				
Overtime Hours																				
1001 Head Start																				
Total Hours Worked																				
Administrative																				
Total Hours Worked																				
Sick																				
Vacation																				
Holiday																				
Other Paid Hours																				
LWOP																				
Total Hours																				

Comments

I certify that this information is correct

Employee Signature

Supervisor Signature

Checked by

INSTRUCTIONS TO COMPLETE THIS FORM

1. Use blue or black ink to complete this form. Do not use pencil or red ink.
2. PRINT your employee number, name, position title, and pay period.
 - b. Position Title is the position for which you are requesting wages.
 - c. Department/Program is the program for which you work, for example, Head Start, Solano Prop 10, FD Early Head Start etc..
3. Record the time your are requesting to be paid in the appropriate column(s).
 - a. Cross out the column of month dates not reported, that is, either 1-15, or 16-31.
 - b. Exempt employees report Worked Time in days.
 - c. Non-exempt employees report Worked Time in hours and minutes to the nearest quarter hour.
 - d. Only non-exempt employees may claim overtime (over 8 hours in a day or over 40 hours per week).
4. Total each column at bottom of page.
5. Please ensure all entries/marks are legible.
6. Submit the completed Payroll Activity Report to your supervisor.
7. Supervisors are responsible for correcting any errors. Supervisors should cross out, correct and initial any changes, ensuring correction of columnar totals. NOTE: Any changes made by the supervisor must be communicated to the employee.
8. Errors discovered by the Fiscal Department will be corrected with a copy of the change being forwarded to the employee.

Pay periods are from the 1st through the 15th, and the 16th through the end of each month.

Paydays are the 15th and the End of each month.