

Millbrae School District

FY 2021-22

Personnel Activity Report

Agency Name: Millbrae School District

Site Name:

Employee Name:

Month/Year:

Total Hours Per Day

Instructions: Please enter the number of hours to reflect a full day's work.

Describe Activity	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total Hours Per Month	Percent Charged		
																																	0	0	
																																	0	0	
																																	0	0	
																																	0	0	
																																	0	0	
																																	0	0	
																																	0	0	
Total Hours Worked Per Day	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%

Please Note: Each day must equal the employee's total work hours per day. The holiday, sick, or vacation pay hours are calculated into the other activities based on the percent of time spent on those activities, so no percentage is shown in the spreadsheet for this time.

I hereby certify that this report is an after-the-fact determination of actual effort expended for the period indicated and that I have full knowledge of 100 percent of these activities. I understand that this information is being given in connection with the receipt of federal funds and that deliberate misrepresentation may subject me to prosecution under applicable state and federal criminal statutes.

Employee's Signature:		Date:	
Supervisor's Signature:		Date:	