**A806**

**Multiple TxCDBG Contracts**

**Personnel Time Sheet**

## WEEKLY PROJECT TIME RECORD FOR THE PAY PERIOD

## BEGINNING: \_\_\_/\_\_\_/\_\_\_ ENDING: \_\_\_/\_\_\_/\_\_\_

Grant Recipient: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hourly Rate: \_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **WEEK ENDING:** | **TxCDBG CONTRACT**  **#\_\_\_\_\_\_\_\_** | **TxCDBG CONTRACT**  **#\_\_\_\_\_\_\_\_** | **TxCDBG CONTRACT**  **#\_\_\_\_\_\_\_\_** | **TxCDBG CONTRACT**  **#\_\_\_\_\_\_\_\_** | **TxCDBG CONTRACT**  **#\_\_\_\_\_\_\_\_** | **VACATION**  **COMP**  **HOLIDAY**  **SICK LV** | **OTHER WORK** | **TOTAL HOURS** |
| **MONDAY** |  |  |  |  |  |  |  |  |
| **TUESDAY** |  |  |  |  |  |  |  |  |
| **WEDNESDAY** |  |  |  |  |  |  |  |  |
| **THURSDAY** |  |  |  |  |  |  |  |  |
| **FRIDAY** |  |  |  |  |  |  |  |  |
| **TOTAL HOURS** |  |  |  |  |  |  |  |  |
| **WEEKLY COST**  **(Hours x Rate)** | $ | $ | $ | $ | $ |

|  |  |
| --- | --- |
|  | ACTIVITIES PERFORMED DURING THE WEEK (Specify duties performed for the hours reported above for each TxCDBG contract) |
| **TxCDBG CONTRACT #\_\_\_\_\_\_\_\_** |  |
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| **TxCDBG CONTRACT #\_\_\_\_\_\_\_\_** |  |
| **TxCDBG CONTRACT #\_\_\_\_\_\_\_\_** |  |

**CERTIFICATION:** I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify that the above-named employee was on the city/county payroll on the dates stated and performed the described tasks on the respective Texas Community Development Block Grant (TxCDBG) Project. Activities, times, dates and amounts allocated to each contract are correct to the best of my knowledge.

Supervisor Signature Date

Supervisor Title