

SAMPLE FORM

XYZ County Victim Advocate

Staff Time Log for : Cathy Smith
Dates: February X to February X, 2013

Program Time Distribution

Date:	Time-In	Leave for Lunch	Lunch Return	Time-Out	Time-In	Time-Out	VOCA Victims	Bad Checks	Library Books	VOCA Admin	Other Non-VOCA	Total Hours	P-T-O Hours	Holid. Comp.	
Sun.												0			
Mon.	8:00 AM	12:00 PM	1:00 PM			5:00 PM	4	3	1			8			
Tue.	10:30 AM	12:30 PM	1:00 PM	5:00 PM	7:00 PM	9:00 PM	6	2				8			
Wed.	Personal Time											0	8		
Thur.	8:00 AM	12:00 PM	1:00 PM			5:00 PM	3	2		2	1	8			
Fri.	Holiday											0		8	
Sat.												0			
Column Totals							13	7	1	2	1	24	8	8	
Percent of Total for Pay Period							54.2%	29.2%	4.2%	8.3%	4.2%				

PTO Hrs. 8
Hol./Comp.Hrs. 8
TOTAL HRS. 40

Time spent on VOCA activities 62.5%

By Signing I Certify That the Above is Accurate: Employee _____

By Signing I Certify That the Above is Accurate: Supervisor _____

Reformat according to your needs. This is just a sample. Formulas have been added to do the calculations for you.

For questions, or to expand to include additional programs please contact! Mike Scime mscime@cji.in.gov or 317/234-4409