Community Colleges of Spokane
WEEKLY TIME AND EFFORT REPORT

Staff member name				Time is reported in hour (1.0), half-hour (.50), or quarter-hour (.25) increments. You may round up or down. Fill in the date next to the day of the week.
Project funding source or budget number	No. 1	No. 2	No. 3	

MONDAY: /   /

Time	Project number	

TUESDAY: /   /

Time	Project number	

WEDNESDAY: /   /

Time	Project number	

THURSDAY: /   /

Time	Project number	

FRIDAY: /   /

Time	Project number	

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Staff member name				**Time is reported in hour (1.0), half-hour (.50), or quarter-hour (.25) increments. You may round up or down. Fill in the date next to the day of the week.**
Project funding source or budget number	No. 1	No. 2	No. 3	

SATURDAY: / /

Time	Project number	

SUNDAY: / /

Time	Project number	

DAY OF THE WEEK: **DATE:** / /

Time	Project number	

DAY OF THE WEEK: **DATE:** / /

Time	Project number	

DAY OF THE WEEK: **DATE:** / /

Time	Project number	

Print additional pages if needed