

Name	Student	Q.	Name
	(First)	(M.I.)	(Last)
Weeks	December 1-2010		

TIME RECORD

Employee Number

12785

Date	Time		Hours	Project			Work Description
	From	To	Total	Admin.	Meetings	Phone	
2-Dec	07:30 AM	11:45 AM	4.25			4.25	Called clients re: accounts
3-Dec	08:00 AM	12:00 PM	4.00		2.00	2.00	Met w/supervisor and call clients
4-Dec	07:45 AM	11:30 AM	3.75	3.00		0.75	Paperwork and called clients
5-Dec	08:00 AM	11:30 AM	3.50	2.00	1.50		Staff meeting and paperwork
6-Dec	08:15 AM	12:00 PM	3.75	1.00		2.75	Mailed statements and called clients
9-Dec	08:15 AM	12:00 PM	3.75		1.00	2.75	Staff meeting and called clients
10-Dec	07:45 AM	11:30 AM	3.75	2.00		1.75	Paperwork and called clients
11-Dec	07:45 AM	11:30 AM	3.75			3.75	Called clients
12-Dec	07:45 AM	11:30 AM	3.75	2.00		1.75	Paperwork and called clients
13-Dec	08:00 AM	12:00 PM	4.00		2.00	2.00	Mailed flyers and met w/KF
TOTALS:		38.25	10.00	6.50	21.75		