

DAILY TIME SHEET

Name: _____

Date: _____

	Job/Account	Client	Task	Posted		Job/Account	Client	Task	Posted		
8:15					1:15						
8:30					1:30						
8:45					1:45						
9:00					2:00						
9:15					2:15						
9:30					2:30						
9:45					2:45						
10:00					3:00						
10:15					3:15						
10:30					3:30						
10:45					3:45						
11:00					4:00						
11:15					4:15						
11:30					4:30						
11:45					4:45						
12:00					5:00						
12:15					BEFORE/AFTER HOURS						
12:30											
12:45											
1:00											
EXPENSES					Start	Finish	Job/Account	Client	Task	Posted	
Job/Account	Client	Item/\$	Posted								

Enter all productive time daily by job or account number, including in-house activity. For periods of no activity, enter 0000. Round up for activities taking less than 15 minutes. Do not assign more than one job/account number to each 15 minute segment. Entries in the first 30 minutes of each day, and the period from noon to 1:00 are not necessary unless you are productively occupied during those periods. Any time before 8:00 and after 5:00 should be recorded as before or after hours time in minimal increments of a half hour.