Logo or Name of Architectural Practice

Time Report

Name: John Doe **No.:** 164 **Dept.:** Production **Week Ending:** 20 Nov. 20

Project:	Project No.:	Activity Code:	Sat.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Total
Statutory Holiday		2								
ACME Offices	19-175	8			6	5	4	1	7.5	23.5
		9			1.5		3			4.5
	19-175	13					1.5			1.5
Miller Addition	19-192	6				2.5		2		4.5
Tyler Clinic	20-040	10						6		6
Regular					7.5	7.5	7.5	7.5	7.5	37.5
Overtime							1	1.5		2.5
Total					7.5	7.5	8.5	9	7.5	40

Activity Codes

1. Illness/Absent
2. Vacation/Holiday
3. Office Overhead
4. Promotion
5. Pre-design/Requirements
6. Schematic Design
7. Design Development
8. Working Drawings
9. Specifications
10. Contract Administration — Office Functions
11. Contract Administration — Field Functions
12. Post-construction
13. Additional Services

Signature of employee

Signature of supervisor