REGION:_____

REGIONAL SECRETARY/CLERK/TIME SHEET

MONTH: _____

STAFF PERSON: _____ **AGENCY:** _____

DATES

ACTIVITY	CODE																							MONTHLY TOTALS
Computer Input	100																							
Technical Assistance	101																							
Typing	102																							
Copying	103																							
Records	104																							
Reports	105																							
Appointments	106																							
Billing	107																							
Training	108																							
Tracking	109																							
Time Off	115																							
Miscellaneous (Must include explanation of activities)	116																							
Daily Totals																								