

The following form(s) can be filled in on-line, then printed for signatures and mailing or faxing.

To begin filling out the forms in Acrobat Reader, make sure the **hand** tool is selected then click on a line or in a box and begin typing. Check boxes can be clicked on or off.



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	

