







- 1 - Enter the employee Name
2. Enter the Month covered. It is important that the Month listed matches the dates entered in Column
3. Enter description for ONLY OTHER designation of the CDOT Activities
4. The sheet will total the hours and will sum the entire month's hours to balance to pay stub for employee
5. Employee must sign and date - supervisor must sign as well. This is a legal document of time worked

On Federally funded activities the signatures are REQUIRED and MUST be the employee's