# MISSOURI VALLEY COMMUNITY ACTION AGENCY
# TIME AND ATTENDANCE REPORT

*NON-EXEMPT EMPLOYEE*

| NAME | | | POSITION | | | PAY PERIOD | | | | TO | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **PROGRAMS** | **M** | **T** | **W** | **TH** | **F** | **TOTAL WK 1** | **M** | **T** | **W** | **TH** | **F** | **TOTAL WK 2** | **TOTAL** |
| INDIRECT COST | | | | | | | | | | | | | |
| JTPA | | | | | | | | | | | | | |
| ENERGY | | | | | | | | | | | | | |
| CSBG | | | | | | | | | | | | | |
| ADULT LITERACY | | | | | | | | | | | | | |
| HEAD START | | | | | | | | | | | | | |
| HOUSING | | | | | | | | | | | | | |
| ECIP | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| **TOTAL HOURS WORKED** | | | | | | | | | | | | | |
| HOLIDAY | | | | | | | | | | | | | |
| ANNUAL LEAVE | | | | | | | | | | | | | |
| SICK LEAVE | | | | | | | | | | | | | |
| ADMINISTRATIVE LEAVE | | | | | | | | | | | | | |
| LEAVE W/O PAY | | | | | | | | | | | | | |
| **TOTAL HOURS PAID** | | | | | | | | | | | | | |

| | |
|---|---|
| MILEAGE | |
| S/L CONVERT TO A/L | |

THIS TIME SHEET IS ACCURATE AND COMPLETE. I UNDERSTAND THAT FALSE INFORMATION ON THIS TIME SHEET IS REASON FOR DISMISSAL.

| | |
|---|---|
| DATE PAID | CHECK NUMBER |
| EMPLOYEE SIGNATURE | DATE |
| SUPERVISOR SIGNATURE | DATE |

**EQUAL OPPORTUNITY EMPLOYER**

GREEN PRINTERS INC