

TIME AND ATTENDANCE SHEET

Employee Name _____ Job Title _____

Salary/Hourly Rate \$ _____ Pay Period _____ to _____

DATE	WORK DESCRIPTION	CDBG HOURS	ESG HOURS
TOTAL HOURS			
<i>*Remember to attach a copy of your check*</i>			

I certify, to the best of my knowledge that the hours reported herein are correct and CDBG/ESG hours worked provided services to primarily low income Pasadena residents.

Employee Signature Date

Supervisor Date