20____ **“TIME LOG”** NAME _____

DAY	DATE	A/P	START-STOP TIME	PROJ-CODE	DESCRIPTION	
MON	7/11	A	8:00 – 8:45	.75	RE1 – MT	W/ AD + CALL VVS (EXAMPLE LINE)

A/P=AM or PM. START-STOP to 5 min. accuracy. TIME to 15 min. round up/down, in decimals.