

**Boerne ISD  
Personnel Activity Report**

<b>EMPLOYEE</b>				<b>Emp. ID</b>			<b>Month</b>		
<b>DEPARTMENT</b>				<b>Campus</b>			<b>Year</b>		
<b>Cost Objective 1</b>						<b>Cost Objective 3</b>			
<b>Fund / Line code</b>						<b>Fund / Line code</b>			
<b>Percentage (%)</b>						<b>Percentage (%)</b>			
<b>Cost Objective 2</b>						<b>Cost Objective 4</b>			
<b>Fund / Line code</b>						<b>Fund / Line code</b>			
<b>Percentage (%)</b>						<b>Percentage (%)</b>			
<b>Status</b>		<b>Indicators</b>		A = Instructional		F = Social work		L = Sick leave	
				B = Staff Development		G = Health Service		M = Vacation	
				C = Instructional Leadership		I = Administration		N = Local Personal	
				D = School Leadership		J = Security		O = State Personal	
				E = Guidance, Counseling		K = Community		P = Jury Duty	
DATE	COST OBJECTIVE 1		COST OBJECTIVE 2		COST OBJECTIVE 3		COST OBJECTIVE 4		TOTAL HOURS
	HOURS	STATUS	HOURS	STATUS	HOURS	STATUS	HOURS	STATUS	
1									0.00
2									0.00
3									0.00
4									0.00
5									0.00
6									0.00
7									0.00
8									0.00
9									0.00
10									0.00
11									0.00
12									0.00
13									0.00
14									0.00
15									0.00
16									0.00
17									0.00
18									0.00
19									0.00
20									0.00
21									0.00
22									0.00
23									0.00
24									0.00
25									0.00
26									0.00
27									0.00
28									0.00
29									0.00
30									0.00
31									0.00
<b>Total</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>
<b>%</b>	<b>0.00%</b>		<b>0.00%</b>		<b>0.00%</b>		<b>0.00%</b>		<b>0.00%</b>

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SUPERVISOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

I certify that the activities performed were devoted to meeting the objectives of the listed project(s) and that the effort shown represents a reasonable estimate of the work performed on each project for the period covered.

Monthly Hours = \_\_\_\_\_