## DIVISION:

**Rachael Arviso:** Insert Name of Division

## Executive and Judicial Branch PERSONNEL ACTIVITY R Rechael Arviso: Insert date -start of each payperiod

**Indirect Cost Hours** 

Rachael Arviso:

for activities. PPEnd date and day dates listed below will populate.

EMPLOYEE NAME: Jane DOE

Division of Transportation

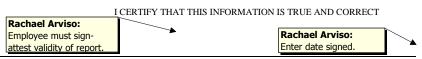
Rachael Arviso:

Insert Name of employee completing form.

FROM: **Tracking Period** 

9/21/13 TO: 10/4/13

DOCUTION: Administration Commission OFF	C-41	C1	M J	T1	XX7 - J J	тъ	E	C-41	C 1	M J	Т1	XX7 - J J	- TI1	E-24	
POSITION: Administrative Service Officer		Sunday, September	Monday,	Tuesday, September	Wednesday , September	• .	• -	Saturday,	Sunday, September	Monday,	Tuesday, October	Wednesda October 0	• -	October	
Rachael Arviso: Employee's Position title.	21, 2013	22, 2013	23, 2013	24, 2013	25, 2013	26, 2013	27, 2013	28, 2013	29, 2013	30, 2013	01, 2013	2013	03, 2013	04, 2013	
DIRECT SERVICES PROGRAMS						,	,				, , ,			, ,	
List Services by Department or Office	Rachael A		roct						I			I			TOTAL
BIA Transportation Planning	List Services to: 1) Direct Service pgms- list grants rec'd &			0.25	<b>R</b>										0.25
BIA Road Maintenance & Construction Complex		ided them (		0.23	Rachael	Arviso:									0.00
Navajo County Road Maintenance		2) Support S				e in quarter	hour								0.00
W/R FAA Airport	pgms (See	e below).		0.50		increments;									0.50
FHWA Contracts	-	0.25			15min=0.	.25, 30 min:	=0.50,						achael Arvi	50:	0.25
NM JPA Contracts		0.20	1.00		45 min=0	.75, 60 min	-1 hr.						Veekly time w		1.00
AZ DOT Contracts		0.25											utomatically I		0.25
Travel- Admin, Mgmt, Operation>1 Ext C/G													nd populated		0.00
Reporting-adm, mgmt, oper., etc.															0.00
Planning-Accounting/Budgeting, etc.															0.00
Training -work sessions															0.00
					Racha	el Arviso:									0.00
Multiple Direct Service Programs					Daily t	otals will									0.00
					/ /	atically be a	dded								0.00
					and po	pulated.									0.00
DIRECT SERVICES PROGRAMS' TOTAL															
INDIRECT SERVICE HOURS	0.00	0.50	1.00	0.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0	0.00	0.00	2.25
SUPPORT SERVICES PROGRAMS  List Services by Department or Off Rachae  OOC CA/AP/Purchasing/AR/ GA, etc.	el Arviso:				2.00										TOTAL 2.00
LIST PLO	-	: 1)provide : I't receive ex		1.00	2.00										1.00
outer p						3.00									3.00
	funding, 3)nor provide services to direct						4.00								4.00
OLS- OLC - OSC reports, devmt of rules, P&P >	OSC reports, devmt of rules, P&P >1 ext.c/g							0.75	Racha	Rachael Arviso:					0.75
Contracts & Grants Section (OMB)										otals will					0.00
										automatically be added and populated.					0.00
									and po	pulated.					
SUPPORT SERVICES PROGRAMS'	1			1											10.75
SUPPORT SERVICES PROGRAMS' TOTAL INDIRECT SERVICE HOURS	0.00	0.00	0.00	1.00	2.00	3.00	4.00	0.75	0.00	0.00	0.00	0.0	0.00	0.00	10.75
TOTAL INDIRECT SERVICE HOURS															
					2.00		4.00		0.00						
TOTAL INDIRECT SERVICE HOURS  RAND TOTAL - INDIRECT SERVICE HOU	0.00	0.50	1.00												13.00
TOTAL INDIRECT SERVICE HOURS	0.00	0.50	1.00	1.75	2.00										13.00
TOTAL INDIRECT SERVICE HOURS  RAND TOTAL - INDIRECT SERVICE HOUL  NON-INDIRECT SERVICE ACTIVITIES  Leg Personnel salaries, drafting leg, leg mtgs/e	0.00 Racevents Ger	0.50  chael Arvis	1.00	1.75 k for NN Ge	2.00	3.00		0.75			0.00				
TOTAL INDIRECT SERVICE HOURS  RAND TOTAL - INDIRECT SERVICE HOUL  NON-INDIRECT SERVICE ACTIVITIES	0.00  Rac events Ger s pgn	0.50  chael Arvis	1.00	1.75	2.00	<b>3.00</b> 1.00		0.75	0.00	0.00	0.00	0.0	0.00	0.00	13.00
TOTAL INDIRECT SERVICE HOURS  RAND TOTAL - INDIRECT SERVICE HOUL  NON-INDIRECT SERVICE ACTIVITIES  Leg Personnel salaries, drafting leg, leg mtgs/c  Travel -Leg Mtgs, Non-Govt/NN Gen Fd Pgms	0.00  Rac events Ger s pgn	chael Arvis	1.00	1.75 k for NN Ge	2.00	<b>3.00</b>	4.00	0.75	0.00	0.00	3.00	0.0	0.00	0.00	4.50 0.00



Rachael Arviso: Employee Supervisor must sign. Rachael Arviso: Enter date form was signed.