

DIVISION:

Rachael Arviso:
Insert Name of Division

Executive and Judicial Branch PERSONNEL ACTIVITY R

Rachael Arviso:
Insert date -start of each payperiod for activities. PPEnd date and day dates listed below will populate.

Division of Transportation

Indirect Cost Hours

EMPLOYEE NAME: Jane DOE

Rachael Arviso:
Insert Name of employee completing form.

Tracking Period FROM: 9/21/13 TO: 10/4/13

POSITION: Administrative Service Officer Rachael Arviso: Employee's Position title.	Saturday, September 21, 2013	Sunday, September 22, 2013	Monday, September 23, 2013	Tuesday, September 24, 2013	Wednesday, September 25, 2013	Thursday, September 26, 2013	Friday, September 27, 2013	Saturday, September 28, 2013	Sunday, September 29, 2013	Monday, September 30, 2013	Tuesday, October 01, 2013	Wednesday, October 02, 2013	Thursday, October 03, 2013	Friday, October 04, 2013	TOTAL
DIRECT SERVICES PROGRAMS															
List Services by Department or Office	Rachael Arviso: List Services to: 1) Direct Service pgms- list grants rec'd & work provided them (this section); 2) Support Service pgms (See below).														
BIA Transportation Planning				0.25											0.25
BIA Road Maintenance & Construction Complex															0.00
Navajo County Road Maintenance															0.00
W/R FAA Airport				0.50											0.50
FHWA Contracts		0.25													0.25
NM JPA Contracts			1.00												1.00
AZ DOT Contracts		0.25													0.25
Travel- Admin,Mgmt, Operation>1 Ext C/G															0.00
Reporting-adm, mgmt, oper., etc.															0.00
Planning-Accounting/Budgeting, etc.															0.00
Training -work sessions															0.00
Multiple Direct Service Programs															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	0.00	0.00	0.00	2.25
SUPPORT SERVICES PROGRAMS															
List Services by Department or Office	Rachael Arviso: List programs that: 1)provide services to other pgms; 2)don't receive external funding, 3)nor provide services to direct program beneficiaries.														
OOB CA/AP/Purchasing/AR/ GA, etc.					2.00										2.00
DHR- DPM-Payroll			1.00												1.00
DOJ - Several units						3.00									3.00
OP/VP -							4.00								4.00
OLS- OLC - OSC reports, devmt of rules, P&P >1 ext.c/g								0.75							0.75
Contracts & Grants Section (OMB)															0.00
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	0.00	0.00	0.00	10.75
RAND TOTAL - INDIRECT SERVICE HOURS	0.00	0.50	1.00	1.75	2.00	3.00	4.00	0.75	0.00	0.00	0.00	0.00	0.00	0.00	13.00
NON-INDIRECT SERVICE ACTIVITIES															
Leg Personnel salaries, drafting leg, leg mtgs/events						1.00		0.50			3.00				4.50
Travel -Leg Mtgs, Non-Govt/NN Gen Fd Pgms															0.00
NON-INDIRECT SERVICE TOTAL HOURS	0.00	0.00	0.00	0.00	1.00	1.00	0.00	0.50	0.00	0.00	3.00	0.00	0.00	0.00	4.50
TOTAL INDIRECT AND NON-INDIRECT SERVICE HOURS	0.00	0.50	1.00	1.75	2.00	4.00	4.00	1.25	0.00	0.00	3.00	0.00	0.00	0.00	7.50

I CERTIFY THAT THIS INFORMATION IS TRUE AND CORRECT

Rachael Arviso:
Employee must sign- attest validity of report.

Rachael Arviso:
Enter date signed.

Rachael Arviso:
Employee Supervisor must sign.

Rachael Arviso:
Enter date form was signed.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE