DEPARTMENT OF ECOLOGY State of Washington

FORM E: MONTHLY TIME SHEET

(To be completed by any individual, paid or volunteer, providing services to the project)

Agreement No: _____ Recipient: _____ Month: _____

Name: _____ Employer: _____

Activity (Task/Sub-task No.)	C-Cash IL-Interlocal IK-Other In-Kind	Daily Work Log																															Total Hours	Recipient Use	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		Hourly Rate	Total Charge

INSTRUCTIONS TO INDIVIDUALS: Using a separate line for each activity (whether project-related or not), list the activity and, if project-related, the task or sub-task number. Indicate if the services were Cash, Interlocal Costs, or In-kind contributions. Enter the hours devoted to that activity per day and total each line. Total hours should correspond to employee's work week.

INSTRUCTIONS TO RECIPIENTS: For project-related costs, multiply the total hours by the hourly rate to obtain the total charge. Enter the total charge per element on Form C1/C2. (NOTE: The hourly rate may be computed using the "Conversion to an Hourly Rate Worksheet.")

CERTIFICATION SIGNATURE:

I certify that I have devoted the time reported above in the performance of work as described relative to the above named project.

_____ _____
Signature of Individual Date

_____ _____
Signature of Supervisor Date

ECY 060-12 (5/10)

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