

Day	Hours or Units Worked*	Paid Sick Leave Hours Used*
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
<b>15-Day Total</b>		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
<b>Second Half Total</b>		

\* Report minutes as a decimal fraction of one hour.

Month/Year	Project Name (optional)
------------	-------------------------

TEMPORARY EMPLOYEE  
**DAILY ACTIVITY REPORT**

Washington State University  
Pullman, WA 99164

*Complete a new Daily Activity Report each pay period.*

This Daily Activity Report is the official accounting of your activity each paycycle and is used to generate your paycheck. Each workday enter the number of hours worked or pieces completed on this form. If you are eligible for paid sick leave, record the number of paid sick leave hours used on the applicable workday. You may use paid sick leave for the authorized purposes outlined in RCW 49.46.210(1)(b) and (c).

Ask your supervisor for submittal deadlines. **You must submit this form by the submittal deadline to be paid on the next payday.**

WSU ID Number		Position Number		
Title		Title Code		
Employee Name (last, first, middle)				
Fund	Subfund	Program	Budget	Project
Units <input type="checkbox"/> Hour <input type="checkbox"/> Piece		Rate of Pay per Unit	Pay Period From To	

*I certify that this is an accurate report of the hours worked or the pieces completed for the days specified.*

**X** \_\_\_\_\_  
Employee's Signature Date

**X** \_\_\_\_\_  
Supervisor's Signature Date