

Name:

Division:

Title:

THE CITY OF NEW YORK
LAW DEPARTMENT
Time Record

Week Ending:

DATE	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTAL
Time Arrived								
Time Departed								
Actual Number of Hours Worked								
CHARGES TO LEAVE BALANCES								
Annual Leave								
Sick Leave: Documentation attached? Yes__ No__								
Floating Holiday								
Compensatory Time								
Authorized Absence: Please explain in Comments								

* Comments: _____

I hereby Certify that the time shown correctly represents my attendance and activities for the week indicated.

Employee's Signature

Date

Approved: Division or Bureau Head

Date

Record your billable time in this section

Activity Codes

A - Administrative tasks
B - Brief/Motion Practice
C - Conference
D - Discovery

F - File review
G - Court Appearance
H - Correspondence
J - Phone Conversation

P - Pleadings
R - Research
S - Settlement
T - Trial Preparation
Z - Miscellaneous tasks

For each billable case, summarize daily hours in quarter-hour increments using NYCLIS # and activity code									
Billable activity NYCLIS #	Activity Code	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	For data entry use

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