

Name:

Division:

Week Ending:

Title:

THE CITY OF NEW YORK
LAW DEPARTMENT
Time Record

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