

**Time Report Activities**

<b>Name:</b>		
<b>Datatel ID</b>		Academic - 9th of one month to the 8th of the following month
<b>Pay Period:</b>		Classified - 11th of one month to the 10th of the following month
	<b>Activity</b>	<b>Description</b>

**This Activities Sheet MUST accompany monthly time report. Failure to submit both Time and Activity Reports may delay payment**