

## **Service Hours Log Instructions**

### **What is this information used for?**

Information provided on this form is used to determine the exact amount of, and assign a dollar figure to, the time and effort contributed to the activities of the Worknet partnership by partners not directly funded under the Workforce Investment Act (WIA). The cost of this time and effort is subsequently used to justify WIA paying for space in our One-Stop centers for partner activities.

### **What types of forms are there?**

The form is provided as either an Adobe Acrobat PDF document, to be printed and then filled out manually, or a Microsoft Excel spreadsheet, to be filled out electronically and then printed for signature.

### **How should I fill out the identifying data blocks on the form?**

Use the instructions listed below as a guide:

- **For Month Ending:** The date of the last calendar day of the month covered by the form, i.e. 01/31/2005 for the form covering January 2005.
- **Last Name:** Your last name and suffix (Jr., Sr., III, etc.) if any.
- **First Name.:** Your first name and middle initial, if any.
- **Partner Agency:** The name of the Worknet partner who pays you.

### **How should I fill out the Hours Log blocks on the form?**

Fill out one line for each day of the month you worked in the One-Stop Center. Each line should contain the date on which you worked, and the number of actual hours (rounded to the nearest quarter-hour) spent in each type of activity listed. A short description of each type of activity is provided below:

- **Partner Client Activity:** Services from the program of the partner agency who pays you.
- **Initial Intake:** Intake, information services, Worknet tour, orientation, etc.
- **Computer Lab Assistant:** Monitoring and/or assistance of customers utilizing any of the computer labs.
- **Workshop Facilitator:** Facilitation for any part of any workshop or other interactive group customer activity conducted at the One-Stop
- **Other Core A Services:** Any Universal Services activity provided to customers who are not enrolled in any WIA program, other than the services outlined above

### **How do I fill out the Total blocks?**

For those of you filling out the form as an Excel Spreadsheet, the total blocks are filled in automatically. If you are filling out a paper copy of the form manually, compute the totals yourself and enter them as follows:

- For each line documenting a day's activity, enter the total of all hours subscribed to any activity type in the far right hand column (labeled **Total**).
- Add up the total hours in each column representing an activity type, and enter the result in the line labeled **Total Hours**.
- Enter the total of all hours in the line labeled **Total Hours** in the far right hand column labeled **Total**.

### **How do I complete the rest of the form?**

(If you are filling out the form as an Excel Spreadsheet, print the form.)

Sign the form in the space at the bottom labeled **Partner Employee Signature**, date it, and turn the form over to your Worknet Supervisor for counter signature. Supervisors will return the form to MIS via interoffice mail for processing.