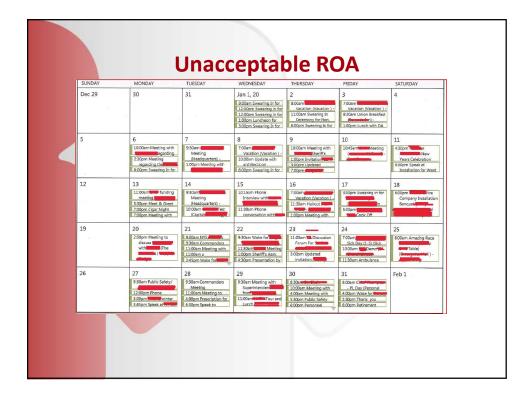
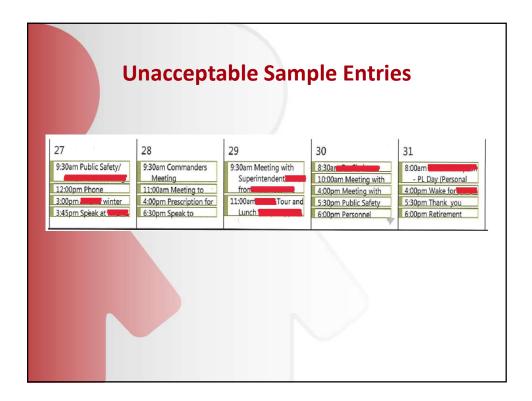


			San	npl	e RO	Α			
Exampl	e of One Week of an Elected/App	ointed Official's	Record of Activi	ties	January 10, 2019	Prepare for mtg. on 1/15	9:30 AM	11:00 AM	2.5
	Record of A	ctivities			January 10, 2019	Return phone calls	6:00 PM	7:00 PM	1
Name John Smith Title Town Supervisor					January 11, 2019		9:00 AM	11:00 AM	2
Employe	r South Anytown				January 11, 2019	-	11:00 AM	12:00 PM	1
Activity Log	row for each activity. You must inclu	de the start and e	nd times for each	h activity.	January 11, 2019	Return phone calls	4:00 PM	5:00 PM	1
Enter the o	late, activity, start and end times, an				January 12, 2019	Committee mtg. on zoning	9:00 AM	12:00 PM	3
	numbers (i.e. 2.75). ew row, click the "Add New Row" bu	tton.			January 12, 2019	Return phone calls	4:00 PM	5:00 PM	1
To total th	e number of hours, click the "Update	Total <sup>®</sup> button.			Add New Row				
Date	Activity	Start Time	End Time	Hours	Add New How			Update Total	24
January 7, 2019	Taxpayer mtg.	1:00 PM	2:00 PM	1					
January 7, 2019	Return phone calls	2:00 PM	3:00 PM	1	of the ROA by	ee full months of active working da I the amount of time used for vacat			
January 7, 2019	Emergency call re: dog warden	12:00 AM	1:00 AM	1		g the three-month period. e completed recording activities fo			a har an an and
January 8, 2019	Prepare speech for luncheon	12:00 PM	3:00 PM	3	sign and date		r a three-month pe	enda, print this wor	Sneet and
January 8, 2019	Return phone calls	3:00 PM	4:00 PM	1	With my sign	ature, I attest to the accuracy of th	e record provided	above.	
January 9, 2019	Routine correspondence	9:00 AM	11:00 AM	2					
January 9, 2019	Guest speaker – luncheon mtg.	1:00 PM	3:00 PM	2	Signature		Da	ste	
January 9, 2019	Return phone calls	6:00 PM	7:00 PM	1					
January 10, 2019	Conference call with East and North Anytowns	9:00 AM	9:30 AM	0.5					
	Page 1 of	2				Page			



		Acceptable	e KO	A		
	đ			50 C	5	
		Record of Act	livities			
	Name					
	Title					
	Employer	County				
-						
	Activity Log					
	Use a new r	row for each activity. You must includ	e the start and e	nd times for each	activity.	
		ate, activity, start and end times, and	the number of h	ours. In the Hour	s column,	
		numbers (i.e. 2.75).				
		w row, click the "Add New Row" butt				
	<ul> <li>To total the</li> </ul>	e number of hours, click the "Update 1	otal" button.			
	Date	Activity	Start Time	End Time	Hours	
Ja	nuary 2, 2020	Senior staff meeting, travel to NH,	8am	7pm	11	1
		NH meeting Consist Meeting with Dom-				
		<u>Coloria</u> Meeting		1		÷
ş	nuary 3, 2020	Press Conference prep, BOE press conference, return calls, NH	8am	2:30	6.5	1
		employee meeting		1	1	
Ja	inuary 8, 2020	Meeting with state officials, growthe	8:30am	5pm	8.5	
		n tan di a panya			1.0	
Ja	inuary 9, 2020	Senior staff meeting, return calls, review emails/events, travel and attend distribution event	9am	7pm	10	1
Is	nuary 10, 2020	Senior staff meeting, calendar	8:30a	5:45p	9.25	. :
		review, return calls, email review				

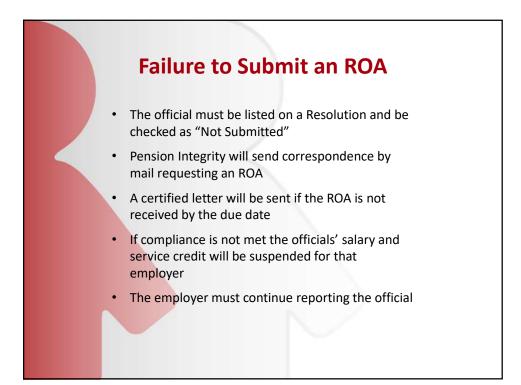




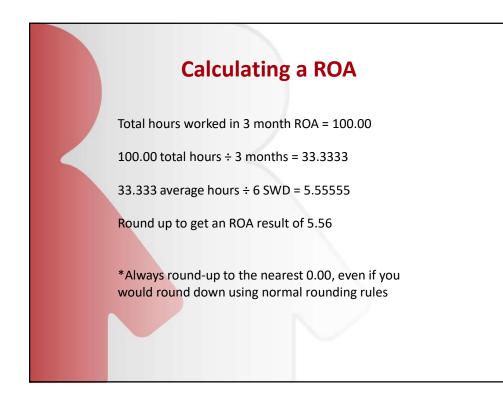


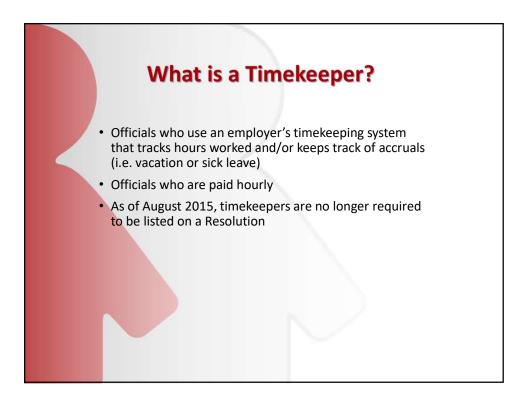
DAY 1	DAY 150	DAY 180
Term of Office / Appointment Begins	Complete Your ROA By	Submit Your ROA I
January 1, 2021*	May 30, 2021	June 29, 2021
April 1, 2021	August 28, 2021	September 27, 202
July 1, 2021	November 27, 2021	December 27, 202
January 1, 2022	May 30, 2022	June 29, 2022
April 1, 2022	August 28, 2022	September 27, 202
July 1, 2022	November 27, 2022	December 27, 2022

I
Signature of Member Date
Employer Location Code:
N th



Calculate the ROA result:		
Total Hours Recorded on the <u>ROA</u> :	100	
Number of Months used to Calculate the ROA:	3	
Note: must be a minimum of three months.		
Hours in <u>Standard Work Day</u> :	6	•
	Calculate	e





## **Acceptable Timekeeping System**

The timekeeping system should include a signature and should attest that full hours were worked except for time charged to accruals. The system should also include the signature of the official's supervisor, when applicable, to certify the information is correct.

Examples of a timekeeping system are:

- Hard copy (paper) time sheets
- Electronic time sheets
- Punch cards

