

BI-WEEKLY TIME SHEET

ABC Non-profit

1234 United Blvd.
Dallas, TX 75555
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Employee Name: Jane Q. Coordinator
Title: Program Coordinator
Department: Service Program

Project Name: Happy Kids After School Program
Pay Period: 10/2/2016 to 10/15/2016
Supervisor: On Lee N. Americus

Days	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	Total Hrs.
Dates	10.2.16	10.3.16	10.4.16	10.5.16	10.6.16	10.7.16	10.8.16	10.9.16	10.10.16	10.11.16	10.12.16	10.13.16	10.14.16	10.15.16	
Task or Grant Project															
AmeriCorps After School Program		5	4.75	4.5		2			4	8	7	8	8		51.25
Fundraising*				2							1				3
Headstart Program		3				6			4						13
Annual Leave				1.5											1.5
Sick Leave			3.25		8										11.25
Holiday															0
Leave: Other															0
TOTALS:	0	8	8	8	8	8	0	0	8	8	8	8	8	0	80

By signing below, I hereby attest that the time recorded on this time sheet is true and accurate to the best of my knowledge.

Employee Signature

Date

Supervisor's Signature

Date

Timekeeping Tips:

1. Calculate all time in 15 minute increments, for example: 1.25, 2.50, 4.75.
 2. Employee must submit timesheet to his/her supervisor by the last day of the pay period.
 3. Sign timesheet with ink pen only (no pencil, no erasable pen).
 4. Do not use "white-out" to correct mistakes, instead cross-out the error, write-in the correct number, and initial correction.
- * = Do not charge time spent in organized fundraising solely to raise capital to Federal grants, whether charged to Federal or non-Federal share

TRAINER'S NOTE: Electronic timesheets are allowed when a grantee (1) has an established, written policy establishing the use of electronic timekeeping systems; (2) has a secure, verifiable electronic signature system that a) identifies and authenticates a particular person as the source of the electronic signature, and b) indicates such person's approval of the time; and (3) does not allow changes to the electronic record once appropriate electronic signatures have been applied unless there is a clear, auditable record of the revision.