

## ABC Non-profit

1234 United Blvd.  
Dallas, TX 75555  
Telephone: (214) 555-6644; FAX: (214) 555-7755

## BI-WEEKLY TIME SHEET

**Employee Name:** Jane Q. Coordinator  
**Title:** Program Coordinator  
**Department:** Service Program

**Project Name:** Happy Kids After School Program  
**Pay Period:** 6/21/2010 to 7/4/2010  
**Supervisor:** On Lee N. Americus

Days	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	Total Hrs.
Dates	6.21.10	6.22.10	6.23.10	6.24.10	6.25.10	6.26.10	6.27.10	6.28.10	6.29.10	6.30.10	7.1.10	7.2.10	7.3.10	7.4.10	
<b>Task or Grant Project</b>															
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
<b>TOTALS:</b>	<b>0</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>0</b>	<b>80</b>

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

### Instructions:

- Calculate all time in 15 minute increments, for example: 1.25, 2.50, 4.75.
  - Employee must submit timesheet to his/her supervisor by the \_\_\_\_ day of the pay period.
  - Sign timesheet with ink pen only (no pencil, no erasable pen).
  - 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 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.