# BI-WEEKLY TIME SHEET

**ABC Non-profit**

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

| | | | |
|---|---|---|---|
| **Employee Name:** | Jane Q. Coordinator | **Project Name:** | Happy Kids After School Program |
| **Title:** | Program Coordinator | **Pay Period:** | 6/21/2010 to 7/4/2010 |
| **Department:** | Service Program | **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** | |
| **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 _____

**Instructions:**

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 ___ 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 to Federal or non-Federal share

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.