

Staff Activity Reporting Best Practices

Why use staff activity reporting best practices?

Effective staff activity reporting is important because most CNCS grantees draw from multiple funding sources and each of these sources are governed by distinct guidelines. Accurate records, such as timesheets, enable your organization to align the various activities performed by a staff member to the correct funding source or sources. Without accurate records, funding problems could result.

What are the key elements to include in your timekeeping record?

- Time spent working (daily)
- How the time was spent (specific task or grant activity with appropriate accounting code)
- Signature (employee and the employee's supervisor signature at end of reporting period)

What common staff activity reporting errors should you avoid?

- Pre-completing timekeeping records
- Entering percentages rather than actual hours worked
- Failure to separate charges across tasks and/or funding sources
- Mathematical errors

The next two pages contain samples of timekeeping records with best practices highlighted throughout. Please review these samples and determine how you can apply these best practices to your organization's policies and procedures.

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	Happy Kids After School Program
Title:	Program Coordinator	6/21/2010 to 7/4/2010
Department:	Service Program	On Lee N. Americus

Make changes by striking through the incorrect entry and initialing the change

Record your time daily

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		6					1				9
Headstart Program		3				6			4						7
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

Round to the nearest quarter hour

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

Sign your timesheet only at the end of the pay period

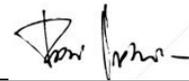


Employee Signature

6/29/2010

Date

Record your time according to actual hours worked vs "in and out time"



Supervisor's Signature

6/29/2010

Date



When using a manual timesheet, document your time using ink

At the end of your pay period, double check your timesheet for accuracy

WEEKLY PERSONNEL TIME SHEET

Non-Profit XYZ - 1234 Everywhere Road. Los Angeles, CA 11111 - Phone: (555) 555-9876;

Make changes by striking through the incorrect entry and initialing the change

Note to staff: Organizational policy states that each staff member must complete the timesheet at the end of each work end of each work week. It is important that you contribute to our accurate staff activity reporting. Thank you!

TASK NAME	DAYS	S	M	T	W	Th	F	S	TOTAL
	DATES	7.13.14	7.14.14	7.15.14	7.16.14	7.17.14	7.18.14	7.19.14	
Foster Grandparents Phase 1		2	5	2	4	4			
ClimateCorps				4.5	4	4			
AmeriCorps Future Teacher Initiative			1	1.5			3.25		5.75
Personal Time Off							4.75		4.75
DAILY TOTALS		2		3	8	8	8		40

Record your time daily

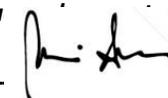
Record your time according to actual hours worked vs "in and out time"

Round to the nearest quarter hour

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

Employee Name: John D. Staffperson

Dept: AD

Signature: 

Date: 7/18/14

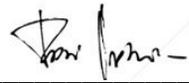
Pay Period:

7/13 -

Sign your timesheet only at the end of the pay period

Supervisor Name: Jane D. Supervisor

Dept: AD

Signature: 

Date: 7/18/14

7/19/2014

When using a manual timesheet, document your time using ink



At the end of your pay period, double check your timesheet for accuracy



SAMPLE