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

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.