

# Timesheet/Timekeeping Requirements for Each Employee Listed on Grant

Effective FY19

100% Time on IFVCC	Not 100% IFVCC
<b>Beginning of Grant:</b> <ul style="list-style-type: none"> <li>We need to see and approve               <ul style="list-style-type: none"> <li>Timesheet                   <ul style="list-style-type: none"> <li>In and Out Times</li> <li>2 Signatures</li> </ul> </li> </ul> </li> </ul>	<b>Beginning of Grant:</b> <ul style="list-style-type: none"> <li>We need to approve               <ul style="list-style-type: none"> <li>PAR if using one other than ours</li> <li>Timesheet                   <ul style="list-style-type: none"> <li>In and Out Times</li> <li>2 Signatures</li> </ul> </li> </ul> </li> </ul>
	<b>Quarterly During Grant:</b> <ul style="list-style-type: none"> <li>Need to Submit Quarterly Time Keeping Certification</li> </ul>
<b>Every 6 months (January &amp; July with Quarterly/Monthly Report):</b> <ul style="list-style-type: none"> <li>Need to Sign the 100% Time Certification.</li> </ul>	
<b>During Site Visit:</b> <ul style="list-style-type: none"> <li>We need to see Timesheets               <ul style="list-style-type: none"> <li>In and Out Times</li> <li>2 Signatures</li> </ul> </li> </ul>	<b>During Site Visit:</b> <ul style="list-style-type: none"> <li>We need to see Timesheets               <ul style="list-style-type: none"> <li>In and Out Times</li> <li>2 Signatures</li> </ul> </li> <li>We need to see PARs               <ul style="list-style-type: none"> <li>Need to have 2 Signatures</li> </ul> </li> </ul>