

TIMESHEETS

Timesheets must meet these minimum requirements:

- Prepared at least monthly and coincide with one or more pay periods
- Clearly identify the specific activities, projects, or programs worked on by each employee, specifically, the timecard should reflect JJ9 hours, PTO hours and Total hours.
- Include ALL hours worked, separately identifying JJ9 hours and PTO
- Detail hours daily (a total of hours worked by activity for the pay period is not sufficient)
- Time reported should be actual hours worked, not budgeted, estimated, or projected
- Signed and dated by employee after-the-fact (i.e. after the hours have been worked)
- Signed and dated by supervisor after-the-fact, and after the employee signs and dates.

Signatures using a cursive font or a signature that has been cut & pasted from another document is not acceptable.

Digital signatures from Adobe may be used if manual signatures cannot be obtained or electronic timesheets are not used. The Adobe digital signature must have the digital stamp.

Electronic Timesheets are allowed when the agency (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 employee'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.

Please note that allocation of Paid Time Off (PTO) is not required for the grant. However, if you would like to claim a portion of the PTO, you will need to allocate it based upon the percentage of time worked on the grant in relation to all other hours worked. Please note that time away from work due to time for jury duty, bereavement, or long-term absences such as maternity leave should not be allocated to the grant.

Example of a Bi-Weekly Timesheet:

Grant Timekeeping

Agency: BBBS of XYZ
Name: Jane Doe

		Federal			
Date	Day	JJ10	Other	PTO	TOTAL HOURS
1/31/2021	Sunday				-
2/1/2021	Monday		8.00		8.00
2/2/2021	Tuesday		8.00		8.00
2/3/2021	Wednesday			8.00	8.00
2/4/2021	Thursday	2.00	6.00		8.00
2/5/2021	Friday		8.00		8.00
2/6/2021	Saturday				-
2/7/2021	Sunday				-
2/8/2021	Monday		8.00		8.00
2/9/2021	Tuesday	3.00	5.00		8.00
2/10/2021	Wednesday	1.00	7.00		8.00
2/11/2021	Thursday		8.00		8.00
2/12/2021	Friday		8.00		8.00
2/13/2021	Saturday				-
Hours Worked		6.00	66.00	8.00	80.00

Jane Doe
Employee Signature

2/14/2021
Date

James Smith
Supervisor Signature

2/15/2021
Date

Please note that these Excel font signatures are used for illustrative purposes only.

Example of a Semi-Monthly Timesheet:

Grant Timekeeping

Agency: Big Brothers Big Sisters of XYZ
Name: Jane Doe

		Federal			
Date	Day	JJ10	Other	PTO	TOTAL HOURS
2/1/2021	Monday			8.00	8.00
2/2/2021	Tuesday		8.00		8.00
2/3/2021	Wednesday	2.00	6.00		8.00
2/4/2021	Thursday		8.00		8.00
2/5/2021	Friday	3.00	5.00		8.00
2/6/2021	Saturday				0.00
2/7/2021	Sunday				0.00
2/8/2021	Monday	2.00	6.00		8.00
2/9/2021	Tuesday	2.00	6.00		8.00
2/10/2021	Wednesday		8.00		8.00
2/11/2021	Thursday	1.50	6.50		8.00
2/12/2021	Friday		8.00		8.00
2/13/2021	Saturday				0.00
2/14/2021	Sunday				0.00
2/15/2021	Monday		8.00		8.00
Total Hours		10.50	69.50	8.00	88.00

Jane Doe
Employee Signature

2/16/2021
Date

James Smith
Supervisor Signature

2/17/2021
Date

Please note that these Excel font signatures are used for illustrative purposes only.

Example of Bi-Weekly Timesheet with Allocation of PTO:

Grant Timekeeping

Agency: Big Brothers Big Sisters of XYZ
Name: Jane Doe

Date	Day	Federal		PTO	TOTAL HOURS
		JJ10	Other		
1/31/2021	Sunday				0.00
2/1/2021	Monday		8.00		8.00
2/2/2021	Tuesday		8.00		8.00
2/3/2021	Wednesday			8.00	8.00
2/4/2021	Thursday	2.00	6.00		8.00
2/5/2021	Friday		8.00		8.00
2/6/2021	Saturday				0.00
2/7/2021	Sunday				0.00
2/8/2021	Monday		8.00		8.00
2/9/2021	Tuesday	3.00	5.00		8.00
2/10/2021	Wednesday	1.00	7.00		8.00
2/11/2021	Thursday		8.00		8.00
2/12/2021	Friday		8.00		8.00
2/13/2021	Saturday				0.00
Hours Worked		6.00	66.00	8.00	80.00
PTO Allocation		0.67	7.33	-8.00	-
Total Hours		6.67	73.33	0.00	80.00

Jane Doe
Employee Signature

2/14/2021
Date

James Smith
Supervisor Signature

2/15/2021
Date

Please note that these Excel font signatures are used for illustrative purposes only.

Example of Semi-Monthly Timesheet with Allocation of PTO:

Grant Timekeeping

Agency: Big Brothers Big Sisters of XYZ
Name: Jane Doe

Date	Day	Federal		PTO	TOTAL HOURS
		JJ10	Other		
2/1/2021	Monday			8.00	8.00
2/2/2021	Tuesday		8.00		8.00
2/3/2021	Wednesday	2.00	6.00		8.00
2/4/2021	Thursday		8.00		8.00
2/5/2021	Friday		8.00		8.00
2/6/2021	Saturday				0.00
2/7/2021	Sunday				0.00
2/8/2021	Monday	2.00	6.00		8.00
2/9/2021	Tuesday	2.00	6.00		8.00
2/10/2021	Wednesday	3.00	5.00		8.00
2/11/2021	Thursday	2.00	6.00		8.00
2/12/2021	Friday		8.00		8.00
2/13/2021	Saturday				0.00
2/14/2021	Sunday				0.00
2/15/2021	Monday		8.00		8.00
Hours Worked		11.00	69.00	8.00	88.00
PTO Allocation		1.10	6.90	(8.00)	-
Total Hours		12.10	75.90	-	88.00

Jane Doe
Employee Signature

2/17/2021
Date

James Smith
Supervisor Signature

2/18/2021
Date

Please note that these Excel font signatures are used for illustrative purposes only.