

## TIMESHEET EXAMPLE

An example of a timesheet that meets time and effort tracking requirements set forth by [2 CFR § 200.302](#), [2 CFR § 200.430](#), and Section 3.9 of the [DOJ Grants Financial Guide](#) is provided below. A description of timesheet elements and how each fulfills a documentation requirement is included.

HAMPSHIRE COUNTY ATTORNEY'S OFFICE															1	Month:	January	2024
First Name:	GEORGE					Last Name:	SMITH									Hours	Hours of	TOTAL
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Worked	Leave	HOURS
<b>Leave Hours</b>																		
Holiday	7.50	7.50															15.00	
Sick								3.50									3.50	
Other (Describe)																	0.00	
<b>Total Leave Hours</b>	7.50	7.50	0.00	0.00	0.00			3.50	0.00	0.00	0.00	0.00			0.00			
<b>HOURS by Funder</b>																		
VOCA	90%	0.00	0.00	7.50	4.50	7.50		4.00	7.50	7.50	7.50	5.00			0.00	51.00		51.00
Case Management			3.00	4.50	7.50			4.00	5.50		6.00	5.00				35.50		
Court Accompaniment			4.50							4.50						9.00		
Administration										3.00	1.50					4.50		
Professional Development									2.00							2.00		
Other (Describe)																0.00		
Agency Funds	10%	0.00	0.00	0.00	3.00	0.00		0.00	0.00	0.00	0.00	2.50			0.00	5.50		5.50
Other (Describe)				3.00								2.50				5.50		
<b>Daily Total(including leave)=</b>	100%	7.50	7.50	7.50	7.50	7.50		7.50	7.50	7.50	7.50	7.50			0.00	56.50	18.50	75.00
Double check: Sum across daily total																6	75.00	

I certify hours and minutes shown herein are a complete and accurate record of time worked each day and for the reporting period. All leave taken and/or overtime earned or taken as time off was approved and reported.

VOCA (synopsis for entire pay period):	7
Crisis counseling, referrals to community resources, crime victim follow up calls, EPO court attendance, VOCA quarterly reports, Meaningful Language Access Training (OVC)	
Unrestricted (synopsis for entire pay period):	
Preparing documents for discovery	

8	<i>George Smith</i>	9	January 18, 2024	10	<i>Helen Williamson</i>	January 18, 2024
Employee Signature		Date		Supervisor Signature		Date

## Documentation Requirements

1. Prepared at least monthly and coincides with one or more pay periods
2. Records leave hour usage
3. Percentage of time allocated to grant is based on actual time and effort (not estimates)
4. Documents activities performed to demonstrate allowable use of grant funds
5. Provides employee with the ability to record hours and activities not reimbursed by grant
6. Accounts for total hours of service during time period
7. Allows employee to enter comments or further explanation of activities as needed
8. Signed by employee
9. Prepared after-the-fact to accurately reflect work performed during the time period
10. Certified by supervisor with firsthand knowledge of the work performed

Adequate time and effort documentation can take many forms. Compliant time and effort tracking requires subrecipients to take their available systems and unique operating environments into account. Subrecipients are encouraged to request technical assistance from their assigned GMD program and financial administrators if unsure whether current time and effort tracking practices and documentation fulfill award requirements.