

Timesheet Criteria & Requirements

Employees being paid from grant sources must track their time worked on timesheets. These timesheets must adhere to the following criteria:

- *Reflect after-the-fact distribution of actual activity from all sources.*
- *Account for the total activity for which an employee is compensated.*
- *Be completed each pay period and in accordance with the organization's policy.*
- *Be signed by employee and approved by a supervisory official having firsthand knowledge of the work performed.*
- *Be supported by a system of internal controls which provide reasonable assurance that the charges are accurate, allowable, and properly allocated.*

Volunteers must also complete timesheets, if hours are used as match for grant sources. These timesheets must be in a similar format but can be prepared monthly.

Note: The sample timesheets provided on our website in "Forms" can be modified according to your business needs.