

[Name of Organization] Timesheet 2011

Supervisor: _____
Date: _____

Month: **May-11**

Signature: _____
Name: Sample employee

Non-Program / Shared hours

Day	Date	Time In	Time Out	Total Paid Hours	Sick Time	Vaca- tion	Other (Specify)	Staff mtgs/Dev	State VOCA Training*	State VAWA	State VOCA	Rural SART	LAV	State Coalition 10	General Fund	Description of Work Performed
Sunday	1															
Monday	2	8:30	4:30	8.00					1.00	1.00		2.00	4.00			Grant progress reports, review finances. Assist w/legal clinic
Tuesday	3	8:30	5:30	9.00				1.50		2.00				5.50	1.00	Staff meeting. Presented state VAWA legal changes, membership networking/state strategy discussions, lobbying report and subcommittee meeting
Wednesday	4	7	2	7.00					2.00	3.00	2.00					Advocate training, Seeking Safety program planning
Thursday	5	8:30	4:30	8.00						1.00	1.00	3.00		3.00		Technical assistance and communications on various grant topics, rural SART conference call and follow up TA
Friday	6	8:30	12:30	8.00			4.00			1.00	1.00			2.00		Putting info together for member centers. Other: Personal Time approved by Name (supervisor)
Saturday	7			-												
Sunday	8			-												
Monday	9	8:30	5:30	8.00					1.00	1.00	1.00	2.00	1.00	1.00		Website content changes - 1 hour lunch
Tuesday	10			-												
Wednesday	11			-												
Thursday	12			-												
Friday	13			-												
Saturday	14			-												
Sunday	15			-												
Monday	16			-												
Tuesday	17			-												
Wednesday	18			-												
Thursday	19			-												
Friday	20			-												
Saturday	21			-												
Sunday	22			-												
Monday	23			-												
Tuesday	24			-												
Wednesday	25			-												
Thursday	26			-												
Friday	27			-												
Saturday	28			-												
Sunday	29			-												
Monday	30			8.00												Memorial Day
Tuesday	31			-												
TOTAL Hours				56.00	0.00	0.00	4.00	1.50	4.00	9.00	5.00	7.00	5.00	11.50	1.00	

SAMPLE

MTD Budget Hrs	2.13	12.75	4.25	2.13	4.25	17.00	0.00
Under(-) / Over	1.88	-3.75	0.75	4.88	0.75	-5.50	1.00
Actual %	9%	21%	12%	16%	12%	27%	2%

MTD Program Hrs 43

[Name of Organization] Timesheet 2011

Month: May-11

Name: Sample employee

<i>Budget Pei Actual</i>			
State VOCA Training*	5%	9%	Training to Centers; certification of advocates
State VAWA	30%	21%	Technical assistance to Centers; Communities of Color Outreach
State VOCA	10%	12%	To provide direct services to crime victims
Rural SART	5%	16%	Technical assistance to statewide and territorial coalitions; trainings/meetings; publications
LAV	10%	12%	Admin/financial costs for sex offense prevention activities to Centers, professionals, and public
State Coalition 10	40%	27%	Technical assistance and training to Centers; collaborate with other entities
General Fund	0%	2%	Lobbying / Fund Raising
TOTAL %	100%	100%	

	Sick Time	Vacation	Pers-onal	Family Death
Previous Balance	460.50	132.50	24.00	0.00
Used this month	0.00	0.00	4.00	0.00
Balance	460.50	132.50	20.00	0.00
Earned this month	12.00	14.00	0.00	0.00
New Balance	472.50	146.50	20.00	0.00

SAMPLE