

# Exhibit A. Sample Timesheet & Personnel Activity Report Head Start Teacher

SAMPLE FORM

(Agency Name)  
**TIMESHEET & PERSONNEL ACTIVITY REPORT**

Employee: Jane Smith

Pay Period: 9/1/2012 to 9/14/2012

Position & Activity: Head Start teacher, taught at 123 Elm St. Center

*Note: This is an example of a personnel activity report and timesheet for an employee whose time is charged in total to one grant.*

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Total
	SA	SU	M	TU	W	TH	F	SA	SU	M	TU	W	TH	F	
Head Start grant			8	8	8	8				8	8	8	8	8	72
<b>Total - Hours Worked</b>															
Sick Leave							8								8
Annual Leave															
Paid Holiday															
Other															
<b>TOTAL HOURS</b>			8	8	8	8	8			8	8	8	8	8	80

*Note that this timesheet is signed by both the employee and supervisor. The signature of one of these parties will meet PAR requirements, but best practice is that both sign.*

*I Certify that this Information is Correct:*

Employee Signature	Supervisor Signature:	Checked By:
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## Exhibit B. Sample Timesheet & Personnel Activity Report Head Start Teacher

SAMPLE FORM

\_\_\_\_\_  
(Agency Name)

### TIMESHEET & PERSONNEL ACTIVITY REPORT

Employee: Judy Taylor

Pay Period: 9/1/2012 to 9/14/2012

Position & Activity: Head Start teacher, taught at 123 Maple St. Center

*Note: This is an example of a personnel activity report and timesheet for an employee whose compensation is allocated based on number of children in the classroom. The teacher charges her time to a Head Start salary account, and allocation of her compensation to each of these grants will be recorded with a journal entry when the payroll is processed.*

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Total
	SA	SU	M	TU	W	TH	F	SA	SU	M	TU	W	TH	F	
Head Start salaries			8	8	8	8				8	8	8	8	8	72
<b>Total - Hours Worked</b>			8	8	8	8				8	8	8	8	8	72
Sick Leave							8								8
Annual Leave															
Paid Holiday															
Other															
<b>TOTAL HOURS</b>			8	8	8	8	8			8	8	8	8	8	80

*Note that this timesheet is signed by both the employee and supervisor. The signature of one of these parties will meet PAR requirements, but best practice is that both sign.*

*I Certify that this Information is Correct:*

Employee Signature	Supervisor Signature:	Checked By:
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## Exhibit C. Sample Timesheet & Personnel Activity Report Bus Driver

SAMPLE FORM

(Agency Name)

### TIMESHEET & PERSONNEL ACTIVITY REPORT

Employee: Mary Ford

Pay Period: 9/1/2012 to 9/14/2012

Position & Activity: Bus Driver, drove 15-passenger bus

*Note: This is an example of a personnel activity report and timesheet for an employee whose compensation is allocated among grants based on actual time worked by the employee.*

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	
Program	SA	SU	M	TU	W	TH	F	SA	SU	M	TU	W	TH	F	Total
Head Start			4	8	4	4	4				5		4	4	37
Sr. Services			4		4	4	4				3	8	4	4	35
<b>Total - Hours Worked</b>			8	8	8	8	8				8	8	8	8	72
Sick Leave															
Annual Leave										8					8
Paid Holiday															
Other															
<b>TOTAL HOURS</b>			8	8	8	8	8			8	8	8	8	8	80

*I Certify that this Information is Correct:*

Employee Signature	Supervisor Signature:	Checked By:
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## Exhibit D. Sample Timesheet & Personnel Activity Report Accounting Clerk

SAMPLE FORM

\_\_\_\_\_  
(Agency Name)

### TIMESHEET & PERSONNEL ACTIVITY REPORT

Employee: Sue Smith

Pay Period: 9/1/2012 to 9/14/2012

Position & Activity: Fiscal Dept – process accounts payable  
Head Start – cost out in-kind

*Note: this is an example of a personnel activity report and timesheet for an employee who charges part of her time to the indirect cost pool (Fiscal Dept.) and part to the Head Start grant.*

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	
Program	SA	SU	M	TU	W	TH	F	SA	SU	M	TU	W	TH	F	<b>Total</b>
Indirect Cost Pool			8	8	8	8					4	8	8	8	60
Head Start							8			8	4				20
<b>Total - Hours Worked</b>			8	8	8	8	8			8	8	8	8	8	80
Sick Leave															
Annual Leave															
Paid Holiday															
Other															
<b>TOTAL HOURS</b>			8	8	8	8	8			8	8	8	8	8	80

*I Certify that this Information is Correct:*

Employee Signature	Supervisor Signature:	Checked By:
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<b>Exhibit E. Finance Director Personnel Activity Report</b>															
Spreadsheet Format															
98/1/2012 - 9/14/2012															
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
	9/1/2012	9/2/2012	9/3/2012	9/4/2012	9/5/2012	9/6/2012	9/7/2012	9/8/2012	9/9/2012	9/10/2012	9/11/2012	9/12/2012	9/13/2012	9/14/2012	
staff training & super		30%	40%	20%				20%	20%	10%	10%	20%			
staff team mtgs		30%			20%			30%		30%	30%	20%			
board reports		30%		30%											
Fin Stmt review			20%												
HR/IT issues			20%					30%	30%		30%	30%			
comm partner contacts									10%	20%	10%				
grant application				20%					30%	10%					
phone calls, emails		10%	20%	30%	10%			20%	10%	30%	20%	30%			
audit & 990					70%										
time off	100%														
Other - describe															
	100%	100%	100%	100%	100%	0%	0%	100%	100%	100%	100%	100%	0%	0%	

## Exhibit G. Sample Personnel Activity Report Executive Director

SAMPLE FORM

(Agency Name)

### PERSONNEL ACTIVITY REPORT

Employee: Jim Howard

Pay Period 9/1/2012 to 9/14/2012

Position: Executive Director

**Note: This is an example of a personnel activity report for an exempt employee whose compensation is allocated on an activity base such as number of employees.**

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	
Program / Activity	SA	SU	M	TU	W	TH	F	SA	SU	M	TU	W	TH	F	Total
A			2	1	4	3				2	1	2	1	3	20
C			3												3
F			3	2	2					1	2	2	1	2	15
H				3		5						2			10
B				2	1									2	5
D				2							2		2		6
G					1					1	2			2	6
E										4			5		9
Other – calls, emails			1	1	2	1				2	1	2	2	1	13
<b>Total - Hours Worked</b>			9	11	10	9				10	8	9	11	10	87
Sick Leave															
Annual Leave							8								
Paid Holiday															
Other															
<b>TOTAL HOURS</b>			9	11	10	9	8			10	8	9	11	10	95

#### Work Codes

- |                            |                                |
|----------------------------|--------------------------------|
| A. Staff meeting           | E. Program mgr meeting         |
| B. Funding source contact  | F. HR/IT issue                 |
| C. Review grant app        | G. Community partners contacts |
| D. Review financial report | H. Board matters               |

*I Certify that this Information is Correct:*

Employee Signature	Supervisor Signature:	Checked By:
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# Exhibit G1. Sample Personnel Activity Report – Executive Director

(Agency Name)

## PERSONNEL ACTIVITY REPORT

Employee: Jim Howard

Pay Period 9/1/2012 to 9/14/2012

Position: Executive Director

Note: This is an example of a personnel activity report for an exempt employee whose compensation is allocated based on the time he spends on grants and activities, and uses his timesheet to meet PAR requirements. Note that time is charged to both programs and administrative functions (fiscal and HR), and to a category called “All”. Costs charged to these categories must be allocated on bases appropriate for the benefit received (number of employees, number of transactions, etc.) Please see the Cost Allocation Toolkit for more information on allocating administrative costs.

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	
Program / Activity	SA	SU	M	TU	W	TH	F	SA	SU	M	TU	W	TH	F	Total
Head Start: B A E D			3	1		4					2		4		14
Weath: A B E F				2		1	1			3					7
LIHEAP: A F E			1		2						1	2			6
CSBG: A B E					2	2						2			6
Housing: D A				2			3					1			6
Fiscal: D A			3		3		2			2		2	2		14
HR: F A					2					4	2				8
All: H E G			2	3		1	2	4			3	1	2		18
<b>Total - Hours Worked</b>			9	8	9	8	8	4		9	8	8	8		79
Sick Leave															
Annual Leave														8	8
Paid Holiday															
Other															
<b>TOTAL HOURS</b>															87

### Work Codes

- |                            |                                |
|----------------------------|--------------------------------|
| A. Staff & mgr meeting     | E. Calls, emails, contacts     |
| B. Funding source contact  | F. HR/IT issue                 |
| C. Review grant app        | G. Community partners contacts |
| D. Review financial report | H. Board matters               |

*I Certify that this Information is Correct:*

Employee Signature	Supervisor Signature:	Checked By:
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## Exhibit H. Examples of Electronic Timekeeping and Personnel Activity Reports

These are examples from the Sage Abra Payroll and Human Resources electronic timekeeping system. Most electronic timekeeping systems allow you to enter time by cost center or funding source, as well as by activity. In this case, there is a further option to enter a separate wage code if different activities or cost centers paid a different rate.

### Multiple Entry timesheet:

Employee Web Services for Sage Fund Accounting

Personal    Action    Manager    HR Staff    Reporting    Options    Help    Logout

           Tuesday, August 07, 2012

August, 2012							Cost Center	Wage Code	Hours	Description	Approved	
Sun	Mon	Tue	Wed	Thu	Fri	Sat						
29	30	31	1	2	3	4	<input type="radio"/> DayCareFed	Wages	2.00	Read to children	<input type="checkbox"/>	
5	6	7	8	9	10	11	<input type="radio"/> DayCareState	Wages	2.00	Field trip supervision	<input type="checkbox"/>	
12	13	14	15	16	17	18	<input type="radio"/> HeadStart	Wages	4.00	Curriculum development	<input type="checkbox"/>	
19	20	21	22	23	24	25						
26	27	28	29	30	31	1						
2	3	4	5	6	7	8						
<input type="button" value="Today"/>							2.00					