

LCADV Timesheet Allocation Guide

Background

Timesheets are important and need careful attention from each employee; they are “essentially a receipt for your paycheck.” **Timesheets are legal documents.** They:

- 1) chart time worked by each staff member;
- 2) indicate how a staff member spends their time by allocations to specific grant activities; and
- 3) track personal, vacation, holiday and comp. time.

In some cases, funders are billed for staff time based on the allocations indicated on timesheets. In addition, timesheets can be a useful management tool to assess how much time is actually spent completing a specific project or fulfilling a grant deliverable.

Guidelines for Allocating Time

You need to be aware of the salary percentage breakouts (provided separately by your supervisor and/or the Executive Director) as well as your job duties to reflect an accurate picture of your total work load. For example, you may be 45% FVPSA, 50% CEV and 5% Unrestricted. This percentage is an **annual** estimated goal established for the agency budget. It is important to understand that the percentages may vary from pay period to pay period, but that they should come close to the totals at the end of the fiscal year. Keeping these percentages in mind will help you allocate your time. If there is a significant variance in these percentages and how you are actually spending your time, discuss this issue with your supervisor.

It is important that if you are assigned to perform work for a grant that isn't reflected in your salary percentage breakout, please make sure that your time is recorded on your timesheet so we have an accurate reflection of the actual staff time spent in meeting the deliverables of the grant.

Listed below are the categories from the timesheet and the typical activities that would be billed to that specific grant or project.

CEV (Children & Youth Exposed to Violence), COAL (Coalition), FVPSA (Family Violence Prevention and Services Act), NNEDV (National Network to End Domestic Violence), Hotline (Statewide Hotline Project), CTF (Children's Trust Fund) – Telephone, e-mail and mail contact directly related to one of these projects; preparing and presenting at one of these trainings; making travel arrangements for attending one of these trainings or meetings related to one of these trainings; travel to and from one of these trainings or to and from a meeting regarding one of these trainings; curriculum review/development; in person or phone meetings with staff from one of these projects; promotional efforts or web site work for these projects; technical assistance follow up with participants from any of these trainings; and library and resources files development related specifically to these trainings.

LCADV ADMINISTRATION – Initial telephone response; retrieving and sorting mail; delivering outgoing mail; inventory and replenishment of equipment and office supplies; oversight of maintenance of equipment and office suite; keeping track of staff/work activities out of the office; staff time tracking; accounting and bookkeeping assistance; booking travel for staff that isn't related to any of the other categories listed above; attending and preparation for staff meetings, team meetings, in-service trainings, and out-of-office trainings not specifically related to any of the other categories listed above; completion of timesheets, travel vouchers, and evaluations; reviewing e-mails and inbox materials not related to specific projects; review of reports; budgeting; supervisory duties; maintenance of agency records; preparation for, attendance at and follow-up from board of directors meetings; maintenance of board records; and web site and promotional work specifically related to LCADV operations or fundraising.

UNRESTRICTED – Planning and preparation for and delivery of “paying training/facilitation gigs”; making travel arrangements for these paying training/facilitation gigs; and development of new projects not currently funded (recruitment of trainers, development of trainings/curriculum, fund development, contracting/negotiation).

Locating, completing, and submitting Timesheets

1. Timesheets are due to executive director on the 15th of the month (or the next business day if it falls on a weekend or holiday) and the last day of the month (or the next business day if it falls on a weekend or holiday).
2. If you are unsure how to bill your time, ASK.
3. To be as accurate as possible, fill out your timesheet every day or at least once a week.
4. When you turn in your timesheet it should include your outlook calendar showing the projects and tasks you have been working on. You should also include your Call Log for the pay period you are submitting.
5. The blank timesheets (for the current pay period) are generated for you by the Finance Manager and are located on the shared drive in the Timesheet folder. Your timesheets are in a file with your name.
6. The timesheet is completely automated except for the hours you are entering.

Bi-Monthly Time Sheet

Employee Name: **Jane Doe**
 Pay Period: **08/01/12** to **08/15/12**

Title: **Office Manager**

Date	Hours Worked										Claimed Time				Total Hours Paid	
	CEV	Coalition	Hotline	FVPSA	Public Policy	NNEDV	CTF	Admin	Total Hours Worked	Comp Time Used	Company Paid Holiday	PTO Time Used	Vacation Time Used			
08/01/12																
08/02/12																
08/03/12																
08/04/12																
08/05/12																
08/06/12																
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08/11/12																
08/12/12																
08/13/12																
08/14/12																
08/15/12																

Total For Pay Period: **88 00**

Comments: Total needed for this pay period (including paid Holiday) **88 00**

Your 2012 Annual Estimate Goal	
Grant	%
CEV	10%
COAL	25%
HOTLINE	
FVPSA	60%
PP	5%
NNEDV	
CTF	
ADMIN	
OTHER	

Note: Please include your calendar of appointments during this pay period as well as any documentation you have from trainings, conferences, etc. (Such as agenda's, schedules, etc.) - See "Timesheet Allocation Guide" for additional help.

Type of Leave	Beginning Balance	Accrued this P/P	Claimed this P/P	Ending Balance
Comp Time	-	-	-	-
PTO Time	-	3.34	-	3.34
Vacation Time	-	3.34	-	3.34

Employee Signature _____ Date **08/15/12**

Supervisor's Signature _____ Date _____