



Jane Doe Inc. Timekeeping and Reporting Policy and Procedure
Adopted September 2010
Revised April 2012

JDI Procedure and use of completed timesheets to generate billing and reports.

All JDI staff report their time worked and paid time off using the approved JDI timesheet. Time is reported daily and submitted to superiors bi-weekly. Supervisors approve timesheets of direct reports, sign and pass along to the Director of Operations. The Director of Operations passes along all signed timesheets to the bookkeeper and grant manager. The bookkeeper prepares payroll for the review and authorization of the Operations Director. The bookkeeper records time worked and paid time off in the JDI general ledger/journal, and produces allocation reports for cost centers. Monthly, the bookkeeper produces expense reports, by cost center and monthly reports for each cost center. Monthly cost center reports are distributed to the grant manager, senior accountant, deputy director and executive director. The deputy director and executive director review and approve these reports.

JDI staff procedure for completing timesheets

Staff assign hours to the funding sources, based on their daily activities. For each funding source, staff also indicate on what JDI projects or activities they worked during the pay period, by funding source. Further, staff provide a detailed listing of daily activities and tasks performed, including meetings attended, training provided, etc., during the pay period.