

Employee Timesheet

Paula Richard (Employee Id: 110)
07/16/2018 - 07/31/2018

Missouri Coalition Against Domestic
& Sexual Violence
Date: 09/11/2018
Time: 11:03a

Date	From	To	Activities	Funding Source	Regular	PTO Carry Over	Sick	Total Time	Pay Period Total
Mon 07/16/2018						3.00		3.00	3.00
	12:00p	12:30p	2 - Member Services/a. Staff Discussion	VOCA - Contract	0.50			0.50	3.50
	12:30p	01:00p	2 - Member Services/d. Voicemail / Email	VOCA - Contract	0.50			0.50	4.00
	01:00p	02:15p	1 - Organizational Support Services/q. Oversight and Planning Discussions	DOJ/Reimb /Administrative	1.25			1.25	5.25
	02:15p	02:30p	1 - Organizational Support Services/c. Support Services	VOCA - Contract	0.25			0.25	5.50
	02:30p	06:00p	1 - Organizational Support Services/a. Accounting / Bookkeeping	DOJ/Reimb /Administrative	3.50			3.50	9.00
Day Total :		12:00p	06:00p		6.00	3.00		9.00	9.00
Tue 07/17/2018						3.00		3.00	12.00
	12:30p	12:45p	1 - Organizational Support Services/s. Email	FVPSA/Administrative	0.25			0.25	12.25
	12:45p	03:00p	1 - Organizational Support Services/a. Accounting / Bookkeeping	DOJ/Reimb /Administrative	2.25			2.25	14.50
	03:00p	03:30p	1 - Organizational Support Services/m. Board-Related/viii. Finance Committee	DOJ/Reimb /Administrative	0.50			0.50	15.00
	03:30p	04:00p	1 - Organizational Support Services/a. Accounting / Bookkeeping	VOCA - Contract	0.50			0.50	15.50
	04:00p	04:15p	1 - Organizational Support Services/h. Supporter/Donor development/viii. Grant writing	Unrestricted Funds/Fundraising	0.25			0.25	15.75
	04:15p	04:30p	1 - Organizational Support Services/a. Accounting / Bookkeeping	DOJ/Reimb /Administrative	0.25			0.25	16.00
	04:30p	06:00p	1 - Organizational Support Services/a. Accounting / Bookkeeping	DSS/Technical Assistance	1.50			1.50	17.50
Day Total :		12:30p	06:00p		5.50	3.00		8.50	8.50
Wed 07/18/2018	08:30a	08:45a	1 - Organizational Support Services/s. Email	FVPSA/Administrative	0.25			0.25	17.75
	08:45a	09:00a	1 - Organizational Support Services/q. Oversight and Planning Discussions	FVPSA/Administrative	0.25			0.25	18.00
	09:00a	09:15a	1 - Organizational Support Services/a. Accounting / Bookkeeping	FVPSA/Administrative	0.25			0.25	18.25
	09:15a	09:45a	2 - Member Services/a. Staff Discussion	VOCA - Contract	0.50			0.50	18.75
	09:45a	10:00a	1 - Organizational Support Services/c. Support Services	FVPSA/Administrative	0.25			0.25	19.00
	10:00a	12:00p	1 - Organizational Support Services/a. Accounting / Bookkeeping	FVPSA/Administrative	2.00			2.00	21.00
	12:00p	01:00p	2 - Member Services/a. Staff Discussion	VOCA - Contract	1.00			1.00	22.00
		01:00p	04:30p					3.50	25.50
Day Total :		08:30a	04:30p		4.50	3.50		8.00	8.00
Thu 07/19/2018						8.00		8.00	33.50
Day Total :						8.00		8.00	8.00
Fri 07/20/2018						8.00		8.00	41.50

Day Total :						8.00	8.00	8.00
Mon 07/23/2018						8.00	8.00	49.50
Day Total :						8.00	8.00	8.00
Tue 07/24/2018	09:00a	10:00a					1.00	1.00
	10:00a	12:00p	2 - Member Services/j. Staff Meeting (Weekly)	VOCA - Contract	2.00		2.00	52.50
	12:00p	12:30p	2 - Member Services/a. Staff Discussion	VOCA - Contract	0.50		0.50	53.00
	12:30p	01:30p	1 - Organizational Support Services/s. Email	FVPSA/Administrative	1.00		1.00	54.00
	01:30p	01:45p	5 - Technical Assistance/c. Response / Provision of	VOCA - Contract	0.25		0.25	54.25
	01:45p	02:15p	5 - Technical Assistance/c. Response / Provision of	VOCA - Contract	0.50		0.50	54.75
	02:15p	03:00p	2 - Member Services/d. Voicemail / Email	VOCA - Contract	0.75		0.75	55.50
	03:00p	05:00p				2.00	2.00	57.50
Day Total :	09:00a	05:00p			5.00	2.00	1.00	8.00
Wed 07/25/2018						8.00	8.00	65.50
Day Total :						8.00	8.00	8.00
Thu 07/26/2018	08:15a	08:45a	1 - Organizational Support Services/s. Email	FVPSA/Administrative	0.50		0.50	66.00
	08:45a	09:15a	2 - Member Services/d. Voicemail / Email	VOCA - Contract	0.50		0.50	66.50
	09:15a	09:30a	1 - Organizational Support Services/b. Audit	DOJ/Reimb /Administrative	0.25		0.25	66.75
	09:30a	11:30a	1 - Organizational Support Services/m. Board-Related/viii. Finance Committee	DOJ/Reimb /Administrative	2.00		2.00	68.75
	11:30a	11:45a	1 - Organizational Support Services/q. Oversight and Planning Discussions	FVPSA/Administrative	0.25		0.25	69.00
	11:45a	12:00p	1 - Organizational Support Services/l. Time and Activity Reporting	VOCA - Contract	0.25		0.25	69.25
	12:00p	01:15p	2 - Member Services/a. Staff Discussion	VOCA - Contract	1.25		1.25	70.50
	01:15p	01:45p	1 - Organizational Support Services/h. Supporter/Donor development/ix. Grant reporting	DOJ/Reimb /Administrative	0.50		0.50	71.00
	01:45p	02:00p	5 - Technical Assistance/c. Response / Provision of	VOCA - Contract	0.25		0.25	71.25
	02:00p	02:30p	1 - Organizational Support Services/h. Supporter/Donor development/ix. Grant reporting	DOJ/Reimb /Administrative	0.50		0.50	71.75
	02:30p	02:45p	1 - Organizational Support Services/f. Maintenance – general, building, equipment	Unrestricted Funds/ADMIN	0.25		0.25	72.00
	02:45p	03:15p	1 - Organizational Support Services/o. Employee/Intern – operations-related/i. Project Direction	DSS/Technical Assistance	0.50		0.50	72.50
	03:15p	04:30p	1 - Organizational Support Services/h. Supporter/Donor development/ix. Grant reporting	DOJ/Reimb /Administrative	1.25		1.25	73.75
Day Total :	08:15a	04:30p			8.25		8.25	8.25
Fri 07/27/2018	08:15a	08:45a	1 - Organizational Support Services/s. Email	FVPSA/Administrative	0.50		0.50	74.25
	08:45a	09:00a	1 - Organizational Support Services/h. Supporter/Donor development/ix. Grant reporting	DOJ/Reimb /Administrative	0.25		0.25	74.50

	09:00a	12:00p	1 - Organizational Support Services/a. Accounting / Bookkeeping	DSS/Technical Assistance	3.00		3.00	77.50
	12:00p	12:30p	2 - Member Services/a. Staff Discussion	VOCA - Contract	0.50		0.50	78.00
	12:30p	01:00p	1 - Organizational Support Services/a. Accounting / Bookkeeping	DSS/Technical Assistance	0.50		0.50	78.50
	01:00p	03:30p	1 - Organizational Support Services/a. Accounting / Bookkeeping	DOJ/Reimb /Administrative	2.50		2.50	81.00
	03:30p	04:00p	1 - Organizational Support Services/a. Accounting / Bookkeeping	DSS/Technical Assistance	0.50		0.50	81.50
	04:00p	04:30p	1 - Organizational Support Services/a. Accounting / Bookkeeping	FVPSA/Administrative	0.50		0.50	82.00
Day Total :		08:15a	04:30p		8.25		8.25	8.25
Mon 07/30/2018	08:00a	08:45a	2 - Member Services/a. Staff Discussion	VOCA - Contract	0.75		0.75	82.75
	08:45a	09:00a	1 - Organizational Support Services/s. Email	FVPSA/Administrative	0.25		0.25	83.00
	09:00a	09:30a	1 - Organizational Support Services/a. Accounting / Bookkeeping	DSS/Technical Assistance	0.50		0.50	83.50
	09:30a	10:00a	1 - Organizational Support Services/a. Accounting / Bookkeeping	FVPSA/Administrative	0.50		0.50	84.00
	10:00a	10:30a	1 - Organizational Support Services/a. Accounting / Bookkeeping	FVPSA/Administrative	0.50		0.50	84.50
	10:30a	11:30a	1 - Organizational Support Services/o. Employee/Intern – operations-related/i. Project Direction	DSS/Technical Assistance	1.00		1.00	85.50
	11:30a	12:30p	2 - Member Services/a. Staff Discussion	VOCA - Contract	1.00		1.00	86.50
	12:30p	03:00p	1 - Organizational Support Services/a. Accounting / Bookkeeping	DSS/Technical Assistance	2.50		2.50	89.00
	03:00p	03:30p	1 - Organizational Support Services/a. Accounting / Bookkeeping	FVPSA/Administrative	0.50		0.50	89.50
	03:30p	04:00p	1 - Organizational Support Services/h. Supporter/Donor development/ix. Grant reporting	FVPSA/Administrative	0.50		0.50	90.00
	04:00p	04:15p	1 - Organizational Support Services/a. Accounting / Bookkeeping	FVPSA/Administrative	0.25		0.25	90.25
Day Total :		08:00a	04:15p		8.25		8.25	8.25
Tue 07/31/2018	08:00a	09:00a				1.00	1.00	91.25
	09:00a	01:45p			4.75		4.75	96.00
Day Total :		08:00a	01:45p		4.75	1.00	5.75	5.75
Total:					45.75	48.25	2.00	96.00

Approval History					
Date	Action	Note	Approved By	Disclaimer	
08/01/2018 12:52p	Final Approval		Cheryl Robb-Welch		
08/01/2018 11:23a	Submitted		Paula Richard		