

DAILY TIME AND ATTENDANCE REPORT

Name of Sponsor:	Name of Site:	
Name of Employee:	Period Covered:	Hourly Rate:
Job Title:	Instructions: Check One for each line of activity: <input type="checkbox"/> ADMINISTRATIVE TIME OR <input type="checkbox"/> OPERATIONAL TIME	

[illegible]

TOTAL HOURS : Administrative_____Operational_____

I understand that this information is being given in connection with the receipt of Federal funds and that deliberate misrepresentation may subject me to prosecution under applicable state and Federal criminal statutes.

_____Regular Hours

_____ Overtime Hours

Date / Signature of Director

Daily Time and Attendance Report Instructions

Regulations provide that any costs claimed under the SFSP must be documented. Sponsors that will claim operating and/or administrative labor costs must document the amount of time each employee spends working in the SFSP. The Daily Time and Attendance Report form can be used to meet this requirement. Administrative and operational labor must be documented and claimed separately. A report should be completed for each employee each month.