

# LABOR COST SHEET

Site/Office name \_\_\_\_\_

Month \_\_\_\_\_ Year \_\_\_\_\_

	POSITION	TOTAL HOURS ON SFSP	HOURLY WAGE	TOTAL
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				

TOTAL COST \_\_\_\_\_

## Labor Cost Sheet Instructions

The "Labor Cost Sheet" form can be used to recap all Time and Attendance Reports. Separate Labor Cost Sheets should be completed for both operating labor and administrative labor. These recap sheets will be a helpful aid to consolidate monthly labor costs when it comes time to prepare your claim for reimbursement.

Complete the form based on the instructions for each of the following titled columns:

- Position-** List workers who spend any portion of their work time on the SFSP.
- Total Hours on SFSP-** For each employee listed, record the actual number of hours spent per month on the SFSP.
- Hourly Wage-** For each employee listed, list the hourly wage paid. If the worker is a volunteer, put \$0.00 in this space. Employee benefits should be included in the hourly wage paid.
- Total-** Multiply the column "Total Hours on SFSP" by the "Hourly Wage" column. This total equals the cost of labor for one employee this month.
- Total (line) -** The sum of lines 1 through 25 in the last column entitled Total is the total labor cost to be reported on this line.