

Michigan Department of Education
Child and Adult Care Food Program

Time and Attendance/Time Distribution

Name Dorothy Director

Month/Year October 20XX

Date	Starting Time	Ending Time	Totals Hours Worked*	Total Hours Absent	Non-CACFP Hours	CACFP Hours (Food Service Labor)	CACFP Hours (Administrative)
1	9:00	6:00	8.0		7.0		1.0
2	9:00	6:30	8.5		8.5		
3	9:00	6:00	8.0		8.0		
6	8:00	6:00	9.0		7.5		1.5
7	9:00	6:00	8.0		8.0		
8	9:00	6:00	8.0		8.0		
9	9:00	6:00	8.0		8.0		
10	9:00	6:00	8.0		7.0		1.0
13	9:00	5:00	7.0		6.0		1.0
14	8:30	6:00	8.5		8.5		
15	9:00	6:00	8.0		8.0		
16	9:00	6:30	8.5		8.5		
17	8:00	5:00	8.0		8.0		
20	9:00	5:00	7.0		6.0		1.0
21	9:00	6:00	8.0		8.0		
22	8:00	5:00	8.0		8.0		
23				8.0			
24	9:00	6:00	8.0		6.0		2.0
27	8:30	5:30	8.0		8.0		
28	9:00	6:00	8.0		8.0		
29	9:00	6:00	8.0		7.5		.5
30	7:00	4:00	8.0		8.0		
31	7:30	4:30	8.0		2.0	6.0	
Totals						6.0	8.0

* 1 hour deducted for lunch

Total CACFP Administrative Time 8.0 x Hourly Rate \$ 12.00 = Administrative Costs \$ 96.00

Total CACFP Food Service Labor Time 6.0 x Hourly Rate \$ 12.00 = Food Service Costs \$ 72.00

Employee Signature Dorothy Director Supervisor Signature (certification) Annie Administrator