



Time and Activity



Grant Management

Time and Activity Records

- ▶ Grant assurances require subgrantees to keep daily time and activity records for all staff funded by the grant project
- ▶ Time and activity records shall account for 100% of the employee's time, even if the employee is not 100% funded by the grant.
- ▶ Activity records shall document the services and grant projects that the staff person worked on and the time spent providing the services or programs.
- ▶ Time and activity records shall be signed by the staff member and supervisor
- ▶ Time and activity records shall be kept and compiled in the grant files and the employees' files and shall be retained by the subgrantee for a minimum of five years after completion of the grant.
- ▶ These requirements extend to outside employees and persons who will perform grant-funded contractual work.

Sample Budget



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Budget: Personnel Verification

Use the tabs above to navigate through the application process.

► Indicates required information

| | |
|------------------|---|
| Title: | Advocate |
| Position Status: | Existing |
| Dollar Amount: | \$20,150 |
| Description: | \$40,000 annual salary with anticipated 3% pay raise effective January 1st: (40,000 x .75 of year) + (41,200 x .25 of year) = 40,300 x 50% of time on project = 20,150 |

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Sample Activity Record

DATES OF PAY PERIOD _____

EMPLOYEE SIGNATURE / DATE _____

SUPERVISOR SIGNATURE / DATE _____

WEEK ONE

By Activity

| | Sunday/Monday | | | Tuesday | | | Wednesday | | | Thursday | | | Friday/Saturday | | | Total | % of |
|-------|---------------------|------|------|---------------|------|------|-----------------|------|------|----------------|------|------|-----------------------|------|------|-------|---------|
| | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | | |
| | o | o | o | o | o | o | o | o | o | o | o | o | o | o | o | o | o |
| | u | u | u | u | u | u | u | u | u | u | u | u | u | u | u | u | u |
| | r | r | r | r | r | r | r | r | r | r | r | r | r | r | r | r | r |
| | c | c | c | c | c | c | c | c | c | c | c | c | c | c | c | c | c |
| | e | e | e | e | e | e | e | e | e | e | e | e | e | e | e | e | e |
| | 1 | 2 | 3 | 1 | 2 | 3 | 1 | 2 | 3 | 1 | 2 | 3 | 1 | 2 | 3 | | |
| HL | 2.00 | 2.00 | 2.00 | | | | | | | | | | | | | 6.00 | 18.75% |
| CA | | 2.00 | | | | | | | | | | | | | | 2.00 | 6.25% |
| SC | | | | | | | | | | | | | | | | 0.00 | 0.00% |
| IT | | | | | | | | | | | | | | | | 0.00 | 0.00% |
| AT | | | | | | | | | | 8.00 | | | 4.00 | | | 12.00 | 37.50% |
| PT | | | | | | | | | | | | | | | | 0.00 | 0.00% |
| TT | | | | | | | 4.00 | | | | | | 4.00 | | | 8.00 | 25.00% |
| OM | | | | | | | | | | | | | | | | 0.00 | 0.00% |
| LM | | | | | | | | | | | | | | | | 0.00 | 0.00% |
| GA | | | | | | | | 4.00 | | | | | | | | 4.00 | 12.50% |
| TOTAL | 2.00 | 4.00 | 2.00 | 0.00 | 0.00 | 0.00 | 4.00 | 4.00 | 0.00 | 8.00 | 0.00 | 0.00 | 8.00 | 0.00 | 0.00 | 32.00 | 100.00% |
| | Sunday/Monday Total | | | Tuesday Total | | | Wednesday Total | | | Thursday Total | | | Friday/Saturday Total | | | | |
| | 8.00 | | | 0.00 | | | 8.00 | | | 8.00 | | | 8.00 | | | | |

- HL=hotline coverage
- CA=court advocacy
- SC=support counseling
- IT=intake
- AT=attend training/workshop/presentation

- PT=provide training/workshop/presentation
- TT=travel time
- OM=any meetings, includes conference calls
- LM=prepare letters/faxes/emails
- GA=general administrative duties

2-Week Summary:

| Leave Hours | |
|---------------|--------------|
| Vacation | 40.00 |
| Sick | 8.00 |
| Discr. Day | |
| Comp Earn | |
| Comp Take | |
| Holiday | |
| Other | |
| Total: | 48.00 |

| | Week 1 | | | | | Week 2 | | | | | By Fund | |
|----------|--------|------|------|------|------|--------|------|------|------|------|---------|---------|
| | Mon | Tue | Wed | Thu | Fri | Mon | Tue | Wed | Thu | Fri | Hrs. | Time |
| Source 1 | 2.00 | 0.00 | 4.00 | 8.00 | 8.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 22.00 | 68.75% |
| Source 2 | 4.00 | 0.00 | 4.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 8.00 | 25.00% |
| Source 3 | 2.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2.00 | 6.25% |
| | 8.00 | 0.00 | 8.00 | 8.00 | 8.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 32.00 | 100.00% |



Sample Compilation

| B9 | | fx | | =AVERAGE(B5:B8) | | | |
|----|------------------------|----------|----------|-----------------|---------|---|--|
| | A | B | C | D | E | F | |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | Source 1 | Source 2 | Source 3 | | | |
| 4 | <u>Advocate</u> | | | | | | |
| 5 | PPE 6-23-12 | 68.75% | 25.00% | 6.25% | 100.00% | | |
| 6 | PPE 7-7-12 | 37.50% | 57.50% | 5.00% | 100.00% | | |
| 7 | PPE 7-21-12 | 21.00% | 75.00% | 4.00% | 100.00% | | |
| 8 | PPE 8-4-12 | | | | 0.00% | | |
| 9 | Yr. Average | 42.42% | 52.50% | 5.08% | 100.00% | | |
| 10 | | | | | | | |

