



TIME AND ACTIVITY GUIDE

KANSAS GOVERNOR'S GRANTS PROGRAM
GRANT WRITING TIPS

UPDATED 2022

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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Application

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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 Time Sheet

Department		Emplid		Red#	0	Pg.	
Pay End Dt	06/23/2012	Name (L,F M)					1
Position Nbr		FLSA	N	FTE	1.00	Work Schedule	SMF1

Erncd	Description	Sun 6/10	Mon 6/11	Tue 6/12	Wed 6/13	Thu 6/14	Fri 6/15	Sat 6/16	Sun 6/17	Mon 6/18	Tue 6/19	Wed 6/20	Thu 6/21	Fri 6/22	Sat 6/23	Totals
REG	Regular		8.00	8.00 0.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00		80.00 32.00
	Sick			8.00												8.00
	Vacation									8.00	8.00	8.00	8.00	8.00		40.00
CTLA Hours			8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00		80.00
FLSA Hours			8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00		80.00

All times listed on this report reflect actual time charged, including leave time, and is true and correct to the best of my knowledge.

Employee's Signature / Date _____

Agency Authorization / Date _____

Sample Activity Record

DATES OF PAY PERIOD _____

EMPLOYEE SIGNATURE / DATE _____

SUPERVISOR SIGNATURE / DATE _____

WEEK ONE

	Sunday/Monday			Tuesday			Wednesday			Thursday			Friday/Saturday			By Activity	
	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	Total	% of
	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		
	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		
	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		f_{3c} =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						