



## **INSTRUCTIONS FOR FILLING OUT TIMESHEET**

Last Updated: 7/30/2008

## Instructions for Filling out Timesheet

Timesheets are to be submitted on a monthly basis as part of the Request for Payment/Actual Expenditures package. The payment forms cannot be processed unless timesheets are submitted.

1. **Name of Organization** – Enter the name of your organization.
2. **Employee Name** – Enter the name of the employee for which the timesheet applies. Each employee, regardless of position, who receives any portion of his/her salary through an Avenue NYC/Commercial Revitalization contract, must submit time sheets.
3. **Signatures** – Once the time sheet has been completed electronically, print it and sign the document. All time records must be signed by the employee and also signed by an Executive Director or equivalent of an Officer of the Board.
4. **Work Period** – Enter the start and stop dates for the time period that applies for that employee. The period on the Time Record submitted should coincide, as closely as possible, to the period of the accompanying Certified Financial Statement of Actual Expenditures.
5. **Arrival Time/Departure Time** – Show the time that the employee's work for the organization commenced and terminated. This should be completed for every day worked, regardless of the funding source for the salary covering the period or the nature of the work done. (i.e. Avenue NYC/Commercial Revitalization as well as non-Avenue NYC/Commercial Revitalization work). *These boxes should be left blank for days charged as holidays, vacation, or sick days.*
6. **Hours spent on CD eligible/non-CD eligible activities** – Enter the number of hours worked by that employee by day. The number of hours spent on all Avenue NYC/Commercial Revitalization program areas should be indicated in the box for hours spent on Community Development Block Grant (CD) eligible activities or in the box for hours spent on non-CD eligible activities. The activities are indicated on the bottom of the sheet as either CD eligible or non-CD eligible. The number stated in these columns and rows should be the number of hours between the Arrive and Leave times, minus the time taken for lunch. The total number of hours spent on Avenue NYC/Commercial Revitalization activities should be indicated in this area regardless of the source of funding for the salary covering that period.
7. **Holiday/Illness/Vacation** – Enter the number of hours that the employee took for the applicable category in the correct column. Be sure to include only sick and holiday leave that is actually eligible under the terms of your Avenue NYC contract
8. **Other** – Enter the number of hours that the employee incurred for eligible "other" categories such as maternity leave, bereavement and jury duty.
9. **Weekly Total Daily Hours** – Indicate the number of hours being charged for each day. If filled out electronically, these numbers will be filled in automatically.
10. **Bi-Weekly Totals** – Indicate the total numbers of hours worked each day for the two week period. If filled out electronically, this section will automatically sum the two weekly total daily hours.