



Directions for Grant Management Payroll:

- As of 9/1/2012, Grant Management will only accept Time Sheet Records for employees paid with grant funds. There are two acceptable Time Sheet Records for grants only. These can be found at: <http://www.aps.edu/finance/grant-management/documents-2>. ONLY use one of the sheets per payroll. The sheet must be filled out completely and accurately to ensure timely pay. DO NOT submit bi-weekly time sheets for Grants.
- Faxed and/or emailed Time Sheet Records will NOT be accepted, they must be originals.
- The excel upload file must be emailed to the Grant Management Technician assigned to your specific grant prior to or by the date indicated on the attached schedule.
- The original hard copy of the Time Sheet Record with the excel printout are due to the Grant Management Office, Suite 310 East prior to or by the date indicated on the attached schedule with all applicable signatures.
- Do not email multiples of the same upload. Please re-send a corrected file with "Corrected upload" in the subject line of the email.
- Must use employee's proper name as listed in Payroll. Please do not use nicknames. Enter names on excel sheet as follows; last name, first name. i.e. Johnson, Mary
- This information and forms are also available on the Grant Management Website.
- Negotiated Rate: \$20.00 per hour with students
 \$18.00 per hour without students
- Substitutes are paid through SEMS/SmartFindExpress.
- Use the Weekly Overtime Sheet for all overtime pay.