



The attached time sheet has been returned by the

**Grant Management Department**

**LOCATION/  
SCHOOL** \_\_\_\_\_

**DATE** \_\_\_\_\_

The enclosed time sheet records are being RETURNED to you for completion and/or correction of the following areas.

**TIME SHEET RECORD**

- \_\_\_ School Name
- \_\_\_ Employee Name
- \_\_\_ Title / Position
- \_\_\_ Employee Identification Number
- \_\_\_ Regular Duty Day Time
- \_\_\_ Company Number
- \_\_\_ Accounting Unit Number
- \_\_\_ Account Number
- \_\_\_ Sub Account Number
- \_\_\_ Day Worked
- \_\_\_ Date Worked (**Cannot submit future dates**)
- \_\_\_ Description of Work Performed must match
- \_\_\_ Grant Proposal
- \_\_\_ Site Location Number
- \_\_\_ Exact Hours Worked
- \_\_\_ Hours Worked (must be outside duty day)
- \_\_\_ Circle am or pm
- \_\_\_ Total Hours per Day
- \_\_\_ Total Hours per Sheet
- \_\_\_ Hourly Rate
- \_\_\_ Total Amount
- \_\_\_ Pay Code
- \_\_\_ Funding is not available in account designated
- \_\_\_ Employee Signature and Date
- \_\_\_ Supervisor's Signature and Date
- \_\_\_ Program Director/Manager Signature and Date
- \_\_\_ Obsolete Time Sheet Record
- \_\_\_ Cannot process from a copy
- \_\_\_ Other \_\_\_\_\_

**PLEASE NOTE:**

- **INCOMPLETE TIME SHEET RECORDS **WILL** DELAY PAYMENT**
- **TIME SHEET RECORDS WITH EXCEL COVER SHEET MUST BE SUBMITTED TO THE GRANT MANAGEMENT OFFICE. 310 EAST**
- **EXCEL UPLOAD FILE MUST BE SENT TO**  
\_\_\_\_\_

**WITH THE CC: TO THE DESIGNATED APPROVER (TITLE I ONLY)**

- **If you have any questions, please call:**  
\_\_\_\_\_  
\_\_\_\_\_

**COMMENTS:** \_\_\_\_\_