



Timekeeping Requirements

Subrecipients must maintain accurate time/attendance records for positions budgeted in subawards. Subrecipients must also maintain written personnel policies and keep these policies updated.

Accurate Time/Attendance Records

Accurate time/attendance records must be maintained for all positions budgeted under the subaward. Federal funding requires subrecipients to engage in direct timekeeping and must accurately account for their time spent working on each grant program. This includes salaried positions and any personnel (including volunteers/interns) written into the budget attributed as federal funds or match. Adequate documentation and policies must be maintained within the grant files. Special care should be taken if a position is funded from more than one source.

Timesheets

All employees (including salaried) who are paid with ICDVVA grant funds are required to complete a timesheet that confirms actual hours worked. All volunteers/interns used for in-kind match must complete timesheets as well. Timesheets must match the payroll records.

Acceptable timesheets must include the following items:

- Employee Name
- Pay period beginning and end dates
- Funding source
- Date
- Time in
- Time out
- Hours worked with VOCA/FVPSA/State DV hours clearly labeled
- Employee signature
- Manager/supervisor signature

* If funded from multiple grants, time spent working on each grant must be clearly documented on each timesheet. Percentages for hours worked are unallowable*

Payroll Records

Payroll records should reflect employees actual work performed. Any payroll records must clearly state “VOCA”, “FVPSA”, or “State DV” or be easily identified by cost center or code that clearly references the funding source. Salary and fringe costs must be based on actual time worked on ICDVVA grant projects. Acceptable payroll records generally include the following items:

- Employee Name
- Date of pay
- Number of hours worked
- Employee Rate of pay
- Gross pay
- Employer-paid fringe benefits per employee
 - Benefits such as medical and dental insurance paid to/for employees need supporting documentation in the form of invoices showing charges to subrecipient and proof of payments from subrecipient, when applicable.
- Employer taxes and Worker’s Compensation costs must be provided for calculations for each employee. For Worker’s Compensation costs, supporting invoices to subrecipient and proof of payment by subrecipient are required.

Executive Director, Printed Name

Executive Director, Signature

Date

Financial Officer, Printed Name

Financial Officer, Signature

Date