

Timesheet Guidelines

- Any employee whom works in the Senior Center must have a timesheet submitted. (Center Manager, Substitute, Driver, Senior Aide etc.)
- Timesheet submitted must have same number of hours as hours submitted to governing body.
- ALL timesheets must be totaled both daily and by project. (Totals should match both ways.)
- Service categories can NOT be changed on timesheets.
- Volunteer timesheets must be filled out for type of service performed.
- Governing body must have copy of timesheet, but original must be sent in to EARPDC.
- Timesheets can be mailed with other documentation at beginning of month.
- ALL timesheets must be signed.
- Any paid employee is not a volunteer. Their name can not appear on the volunteer timesheets.

Hours should be noted as:

15 min. = .25

30 min. = .50

45 min. = .75

1 hour = 1