

## Time Tracking

Instructions: Time sheets shall document all personnel costs related to the Watershed Organization Service Agreement. All individuals whose time/wages will be reimbursed must complete this form on a weekly basis.\* Submit the Time Tracking form to the NEORSD Grant Programs Administrator with the quarterly reports.

Recipient Organization: \_\_\_\_\_

Individual Name: \_\_\_\_\_ Rate: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisors Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**WEEK #** \_\_\_\_\_ **Date:** \_\_\_\_\_

ACTIVITY	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL
<b>TOTAL HOURS:</b>								

\*If your organization has a time card tracking system which provides the same information as requested by this form, the District may accept those forms. Please discuss this option with the Watershed Funding Administrator.