

Watershed Grants Program

## Time Tracking

<b>Recipient Organization:</b>								
<b>Individual Name:</b>					<b>Rate:</b>			
<b>Signature:</b>					<b>Date:</b>			
<b>Supervisors Signature:</b>					<b>Date:</b>			
<b><i>Instructions:</i></b>								
<p>Time sheets shall document all personnel costs dedicated to the operational work described in the proposal.</p> <ul style="list-style-type: none"> <li>• All individuals whose time/salaries are being counted towards the grant shall complete this form on a weekly basis.*</li> <li>• Record the number of hours spent on the grant tasks on the time sheet.</li> <li>• After both the individual and supervisor sign the form, submit to the NEORS D Watershed Grants Program administrator with the quarterly reports.</li> </ul>								

<b>Week Number:</b>				<b>Date:</b>				
<b>ACTIVITY</b>	<b>SUN</b>	<b>MON</b>	<b>TUE</b>	<b>WED</b>	<b>THU</b>	<b>FRI</b>	<b>SAT</b>	<b>TOTAL</b>
<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 Grants Program administrator.