

## Employee Time Sheet-Summer Food Service Program (SFSP)

The United States Department of Agriculture requires that Summer Food Service Program sponsors keep accurate time and attendance records for all labor costs that are attributed to the SFSP.

It is recommended that all labor claimed as an operating or administrative cost be documented on the following time sheet or a comparable reporting document. Inaccurate reporting and lack of sufficient documentation may result in denied reimbursement. To avoid problems related to reimbursement, please have all staff complete an SFSP time sheet. Detailed payroll information may be requested during the Administrative Review of the program.

**Sponsor's Name:** \_\_\_\_\_

**Site Address:** \_\_\_\_\_

**Employee's Name:** \_\_\_\_\_

**Pay Period: From** \_\_\_\_\_ **to** \_\_\_\_\_ **Hourly Wage \$** \_\_\_\_\_

Day	Date	Time In	Time Out	Time In	Time Out	Total Reg. Hours	Total OT Hours	Total SFSP labor cost
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Total Weekly Hours								

I understand that his information is being given in connection with the receipt of Federal funds and that deliberate misrepresentation may subject me to prosecution under applicable State and Federal criminal statutes.

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

Supervisor Name (Printed): \_\_\_\_\_

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

This institution is an equal opportunity provider.