

ABC Not-For-Profit Organization
Monthly Timesheet for Employee

Name of Employee: Assistant Director, Program A.

Month: May Year: 20x2

Activity	Activity Code	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		Period Hours	Period Percent			
Program A, general	100			4.0							4.0							8.0	9.1%	enter on page 2 ↓		
Program A, contract #101	120	8.0	8.0	4.0	8.0	4.0			8.0	8.0	4.0	8.0	4.0			8.0		72.0	81.8%			
Program A, contract #102	130					4.0							4.0					8.0	9.1%			
Program B, general	200																	0.0	0.0%			
Program A, contract #101	220																	0.0	0.0%			
Program C, general	300																	0.0	0.0%			
Program A, contract #103	320																	0.0	0.0%			
Program D, grant #204	420																	0.0	0.0%			
Management & general	510																	0.0	0.0%			
Fundraising	710																	0.0	0.0%			
Central services	910																	0.0	0.0%			
Leave pool	920																	0.0	0.0%			
	Total	8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0			8.0		88.0	100.0%			
																		Period Hours	Period Percent	Month Hours	Month Percent	
		16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
Program A, general	100		4.0						4.0						4.0				12.0	12.5%	20.0	10.9%
Program A, contract #101	120	8.0	4.0	8.0	4.0			8.0	4.0	8.0					4.0	8.0			56.0	58.3%	128.0	69.5%
Program A, contract #102	130				4.0												8.0		12.0	12.5%	20.0	10.9%
Program B, general	200																		0.0	0.0%	0.0	0.0%
Program A, contract #101	220																		0.0	0.0%	0.0	0.0%
Program C, general	300																		0.0	0.0%	0.0	0.0%
Program A, contract #103	320																		0.0	0.0%	0.0	0.0%
Program D, grant #204	420																		0.0	0.0%	0.0	0.0%
Management & general	510																		0.0	0.0%	0.0	0.0%
Fundraising	710																		0.0	0.0%	0.0	0.0%
Central services	910																		0.0	0.0%	0.0	0.0%
Leave pool	920										8.0	8.0							16.0	16.7%	16.0	8.7%
	Total	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0		96.0	100.0%	184.0	100.0%

Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____