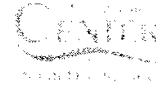




SOSY Program Timesheets



EXAMPLE

Organization: The ABC Nonprofit

Name: Amy Executive Hourly Pay Rate: \$ 12.50

Electronic Version on www.gleyd.org

Reporting period: Mar x Apr May Jun Jul Aug Sep
(weeks 4 & 5 only)

Save original as master timesheet. After filling in, do a "save as" with date, etc.

SOSY Project duties for this reporting period:
strategic planning with consultant; "homework" from consultant and Board strategic planning session

Round up to half hour.

Week 1 *Enter the number of hours worked for each day in either the SOSY or Non-SOSY line*

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
SOSY					5.5	1.5		7
Non-SOSY					2	5		7
Total Hrs	0	0	0	0	7.5	6.5	0	14

Automatically Totals

Week 2

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
SOSY		2	0	5	2	3		12
Non-SOSY		6	9	2.5	6	5		28.5
Total Hrs	0	8	9	7.5	8	8	0	40.5

Week 3

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
SOSY		0	0	5	2	2		9
Non-SOSY		8	8	4	6	6		32
Total Hrs	0	8	8	9	8	8	0	41

Week 4

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
SOSY		2	3	4	5	5	7.5	26.5
Non-SOSY		6	5	4	3	4		22
Total Hrs	0	8	8	8	8	9	7.5	48.5

Week 5

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
SOSY		2	0	2	1	0	0	5
Non-SOSY		5	8	7	7	8		35
Total Hrs	0	7	8	9	8	8	0	40

Reporting Period:			
Total SOSY hours:	59.5	SOSY Subaward expended:	\$743.75

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