**FFVP Timesheet Checklist**

If claiming for FFVP labor (operating or administrative), please refer to this checklist beforehand. Each timesheet must include the following:

* System Name
* School Name
* Employee’s First and Last Name
* Month and School Year
* Each date the employee worked for that month
* Number of FFVP hours worked on each date
* Total number of FFVP hours worked that month
* Employee’s hourly rate
* Calculation for FFVP operating labor (Total FFVP Hrs \* Employee’s Hourly Rate = FFVP Op Labor)
* Employee’s signature (no initials)
* Date the employee signed/certified the timesheet. This date must be ***on or after*** the last day the employee worked on this timesheet.
* Supervisor’s signature (no initials)
* Date the supervisor signed/certified the timesheet. This date must be ***on or after*** the last day the employee worked on this timesheet.