

Timely Tips for FFVP Timesheets

Does your timesheet have the following?

- System Name
- School Name
- Employee's First and Last Name
- Month and School Year
- Each date the employee worked
- The number of FFVP hours worked for each date
- The total number of FFVP hours worked each month
- The employee's hourly rate
- Calculation of FFVP operating 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.