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.