



Employee Time Sheet

The United States Department of Agriculture requires that Summer Food Service Program (SFSP) sponsors keep accurate time and attendance records for all labor costs that are attributed to the SFSP.

It is recommended that all labor claimed as an operating or administrative cost be documented on the following time sheet or a comparable reporting document. Inaccurate reporting and lack of sufficient documentation may result in denied reimbursement. To avoid problems related to reimbursement, please have all staff complete a SFSP time sheet. Detailed payroll information may be requested during the Administrative Review of the program.

Completing the form

1. Employees are to report their time and activities related to SFSP on a daily basis
2. All employees participating in the SFSP production, service, and clean-up should have a separate SFSP time sheet
3. Employees are to report
 - a. Date work takes place
 - b. Time employee began tasks related to SFSP
 - c. Time employee ended tasks related to SFSP
 - d. Total time spent performing tasks related to SFSP
 - i. If work is done at different times during the day, separate entries for each period of work
4. Employees should sign and date the form

