

GRANTEE PERSONNEL ACTIVITY

REPORT (TIMESHEET)

REQUIREMENTS

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The following information is provided to assist grantees in complying with timesheet requirements. Grant-funded CJD projects that have budgets with personnel expenses and/or volunteers used as in-kind match must comply with governing directives. Grantees may have timesheets which already include the required information listed below in the "Requirements" section. If not, grantees need to revise their forms to include the required information. A sample timesheet and a blank timesheet may be downloaded from the links below. The use of these specific forms is not required; however this format contains the required information for personnel timesheets. Questions regarding these forms should be directed to Rebecca Martinez (rmartinez@governor.state.tx.us) at CJD by email, telephone, or regular mail.

REQUIREMENTS:

- Timesheets for each grant-funded employee must provide brief descriptions of the daily grant activities performed. If an employee works on multiple grants, activities must be recorded separately for each grant.
- Timesheets for each grant-funded employee must contain all activities and all hours worked.
- Timesheets must be prepared at least monthly and they must coincide with one or more pay periods.
- Timesheets must be signed by the employee and his/her supervisor.

Note: These requirements also apply to volunteers used as in-kind match on the grant.

FORMS:

To obtain a Sample Timesheet, Blank Timesheet form, and/or the Requirements (PDF), download these documents at: <https://cjdonline.governor.state.tx.us/updates.aspx>.

REFERENCES:

Uniform Grant Management Standards (UGMS) II (B) (11) (h) (5, 7)

"h. Support of salaries and wages. These standards regarding time distribution are in addition to the standards for payroll documentation.

... (5) Personnel activity reports or equivalent documentation must meet the following standards:

- (a) They must reflect an after-the-fact distribution of the actual activity of each employee.
- (b) They must account for the total activity, for which each employee is compensated.
- (c) They must be prepared at least monthly and must coincide with one or more pay periods; and
- (d) They must be signed by the employee and the supervisory official having first hand knowledge of the work performed by the employee. The employee's signature is not required in the event the employee cannot be reached due to termination of employment, lack of forwarding address, death or other documented reason...

...(7) Salaries and wages of employees used in meeting cost sharing or matching requirement of Federal or *state* awards must be supported in the same manner as those claimed as allowable costs under Federal or *state* awards."

Texas Administrative Code (TAC) 3.75 (b)

"Personnel compensated with grant funds must maintain on file personnel activity reports that reflect a distribution of actual time worked and activity performed, that are prepared at least monthly, and that are signed by the employee and a supervisory official having first hand knowledge of the work performed by the employee. Law enforcement and prosecution grant personnel whose primary function is investigating or enforcing laws or prosecuting alleged offenders are required to include the project's case or cause number (or other indicators of assignment) in the personnel activity report."

Texas Administrative Code (TAC) 3.73 (a)

"An applicant must ensure that it possesses or can acquire the required matching funds to satisfy the matching funds requirement. An applicant's use of matching funds must comply with the same statutes, rules, regulations, and guidelines applicable to the use of the CJD-funded portion of a grant project."