



Grant Time Sheet

Employee Name:

Grant FOAPAL:

- 85001 -

Pay period beginning:

ending:

Total hours:

Instructions:

1. Attach a screenshot from Kronos showing hours worked during pay period.
2. Obtain supervisor(s) signature(s).
3. Submit to grants@hvcc.edu by 9am according to **due dates published here**.

Activity	Rate \$ / hr	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		/	/	/	/	/	/	/
Administration								
Curriculum Dev								
Instruction								
Other								
Other								

Activity	Rate \$ / hr	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		/	/	/	/	/	/	/
Administration								
Curriculum Dev								
Instruction								
Other								
Other								

APPROVALS:

FINANCE:

Payroll Office Notes:

Employee Signature

Divisional Vice President
(or designee)

Project/Director

Grants Administration

The above signatures affirm that the grant-based effort represented on this timesheet was completed outside of the employee's standard workday.