

ORGANIZATION NAME
MONTHLY TIME DISTRIBUTION REPORT (HOURS)
FISCAL YEAR 2017-2018

MONTH/YEAR

NOVEMBER 2018

DAYS OF THE MONTH

PROGRAMS	Acct. Code	Grant Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	PTO Eligib.	Total Eligible																										
VOCA					5.00	2.00	3.00	1.50	2.50			2.75		4.00	2.50	3.25			2.00		3.50	5.50	0.00			4.75	2.50	3.25				4.00	52.00	13.49	65.49																											
Funding Source 1					3.00	1.00	2.50	2.00	1.50			3.00		2.00	2.00	1.75			2.00		1.75	2.50	3.50			2.25	3.75	1.00				3.00	38.50	9.99	48.49																											
Funding Source 2					0.00	5.00	0.00	4.50	4.00			2.25		2.00	3.50	3.00			4.00		2.75	0.00	4.50			1.00	1.75	3.25				1.00	42.50	11.02	53.52																											
Holiday													8.00																							24.00																										
Vacation																																				0.00																										
Sick							2.50													8.00															10.50																											
Total Hours			0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	7.50	8.00	8.00	0.00	0.00	8.00	167.50																												

CERTIFICATION

I CERTIFY THAT THIS IS A TRUE AND CORRECT REPORT OF THE ACTUAL HOURS I WORKED DURING THIS PERIOD.

I HEREBY CERTIFY THAT THE EMPLOYEE WAS PRESENT AND WORKING AS INDICATED BY THIS REPORT.

EMPLOYEE NAME First / Last

SUPERVISOR NAME First / Last

EMPLOYEE SIGNATURE *Signature*

SUPERVISOR SIGNATURE *Signature*

VOCA hours = **52.00**

Total working hours = 133

Total benefit hours = 34.50

$(52/133) \times 34.5 = 13.49$ (eligible holiday/vacation/sick hours towards VOCA)

$52 + 13.49 = 65.49$ hours eligible under VOCA funding source for month of November

$(38.5/133) \times 34.5 = 9.99$ (eligible holiday/vacation/sick hours towards Funding Source 1)

$38.5 + 9.99 = 48.49$ hours eligible under Funding Source 1 for month of November

$(42.5/133) \times 34.5 = 11.02$ (eligible holiday/vacation/sick hours towards Funding Source 2)

$42.5 + 11.02 = 53.52$ hours eligible under Funding Source 2 for month of November

* The information in blue is not required on submitted timesheets. It's purpose is to explain how to distribute/charge Paid Time Off (PTO) proportionally among programs.