

## Crime Stoppers Project Specific Timesheet

### Instructions:

The Crime Stoppers Project Specific Timesheet is used to document the total number of hours attributed to official Crime Stoppers activities. Each employee supported by Crime Stoppers funding must record the amount of time spent on official Crime Stoppers duties. There may be multiple entries for each day to document participation in several different activities. All sections must be completed.

- 1 Enter the **Employee Name** and **Period** reported (the agency's pay period).
- 2 Enter the **Grant Number** by selecting an option from the drop down menu. The **Program Name** will automatically appear based on the **Grant Number** selected.
- 3 Enter the **Date** (month/day/year) for the activity being recorded.
- 4 Enter the **Activity Type** by selecting an option from the drop down menu. The activities are; Administrative – Crime Stoppers, Community Events, Investigative, Meetings – Board, Meetings – Law Enforcement, Meetings – Community, Public Awareness, Training – Attended, and Training - Provided
- 5 Enter an **Activity Description** that provides detail about the activity. For example, “Monthly Reports” may be the description for the “Administrative – Crime Stoppers” activity.
- 6 Enter the amount of **Time** spent on the activity. Enter your time in 1/4 hour increments (15 minutes) rounding as appropriate to the nearest 1/4th of an hour. For example, 3 hours and 40 minutes should be recorded as 3.75.
- 7 Print the timesheet (do not change the formatting that is already set-up).
- 8 On or after the last day worked for the period reported, the employee must **Sign and Date** the timesheet above the certification statement. The employee's name that appears at the top of the form must be the individual that signs at the bottom of the form.
- 9 On or after the last day worked by the employee for the period reported, the **Executive Director** must approve the timesheet by signing it. A **Board Member** may sign the timesheet in lieu of the Executive Director and must sign and approve the Executive Director's timesheet.
- 10 Maintain a copy for your records and submit the original with the monthly invoice.



