## Summer Food Service Program - Administrative and Operational Time Sheet

Examples of SFSP administrative activities include: completing the SFSP contract, site monitoring, financial and civil rights record keeping, claim consolidation and submission, attending SFSP admin meetings/training.

Examples of SFSP operational duties include: menu planning, purchasing food and supplies, preparing, serving and cleaning up after meals, delivery of food/meals.

 Employee Name:
 \_\_\_\_\_\_

 Pay Period:
 \_\_\_\_\_\_

			1	1			
Day of the Week	Hours Worked on SFSP		Non-SFSP Hours	Sick Leave	Vacation	Unpaid	Total
	Administrative [h]:mm	Operational [h]:mm	Worked [h]:mm	[h]:mm	[h]:mm	Leave [h]:mm	Hours [h]:mm
Example: Monday, 6/26/2023	2	5:30	0:30	D	D	D	8
Total Hours							
Rate/Hour	\$	\$	\$	\$	\$	\$	
Total Pay	*\$	*\$	\$	\$	\$	\$	\$

I certify that this is an accurate record of the number of hours work on the Summer Food Service Program.

**Employee Signature:** 

Date:

Supervisor Signature:

Date:

\*Record Total Admin and Operational Pay within Non-Profit Food Service Account.