

Time Tracking

Instructions: Time sheets shall document all personnel costs related to the Watershed Organization Service Agreement. All individuals whose time/wages will be reimbursed must complete this form on a weekly basis.* Submit the Time Tracking form to the NEORSW Watershed Grants Program administrator with the quarterly reports.

Recipient Organization: _____

Individual Name: _____ Rate: _____

Signature: _____ Date: _____

Supervisors Signature: _____ Date: _____

WEEK # _____ **Date:** _____

ACTIVITY	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL
TOTAL HOURS:								

*If your organization has a time card tracking system which provides the same information as requested by this form, the District may accept those forms. Please discuss this option with the Watershed Funding Administrator.