

# Timesheet and Personnel Management

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## Timekeeping Requirements

Activity reports are required to support salary and wage and fringe benefit expenditures charged to the Resilient Food Systems Infrastructure (RFSI) program grants. Each report must account for the total activity for which each employee is compensated, as well as the hours worked on a particular RFSI grant project. A description of activities must be included, and the description must include enough detail to determine whether the activity is project related. This also applies to salaried employees, such as Executive Directors as referenced in the [2 CFR 200.430](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFR4acc10e7e3b676f/section-200.430) (<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFR4acc10e7e3b676f/section-200.430>). Costs not adequately supported are unallowable and will not be reimbursed.

Fringe benefits must be billed at or below actual cost in accordance with the Recipient's established fringe benefits policy; billing fringe benefits based on estimated rates is unallowable.

Exception: Institutions of higher education are required to maintain time and effort certification reports to support salary and wage and fringe benefits costs to confirm the expended effort on specific projects in accordance with their established policy.

## Record Retention

Timesheets are one of the financial records that must be retained.

Record retention and accessibility is governed by [2 CFR 200.334](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR4acc10e7e3b676f/section-200.334) (<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR4acc10e7e3b676f/section-200.334>) and [2 CFR 200.337](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR4acc10e7e3b676f/section-200.337) (<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR4acc10e7e3b676f/section-200.337>). Recipients must retain financial records, project records, and supporting documents until January 31, 2030, or until any litigation related to the RFSI grant is resolved, whichever is later. All records must be made available to the Office of Grants Administration or its designees upon request.

## Common Audit Findings

Below are some common audit findings related to timekeeping. Be sure to meet all timekeeping requirements.

- Personnel Salaries and Wages
- Lack of proper support for hours billed to the award such as a timesheet
- No daily activity reports that account for the entire hours paid to the employees when required
- Timesheets not signed by employee
- Hours worked on the award project not clearly defined on timesheets
- Timesheets indicating hours belong on a different project rather than the award project billed
- Estimated rates used instead of actual pay rates

## Personnel Timesheets

Personnel timekeeping must be adequately documented and the method of supporting hours charged to the RFSI grant must comply with the federal requirements and the Grant Management Procedures (GMP) Manual ([https://www.cdfa.ca.gov/rfsi/docs/2024\\_rfsi\\_grant\\_management\\_procedures\\_manual-infrastructure.pdf](https://www.cdfa.ca.gov/rfsi/docs/2024_rfsi_grant_management_procedures_manual-infrastructure.pdf)). The timesheet procedures must include a process of authorization and approval. CDFA also requires that timesheets used by RFSI recipients must account for the total activity for employee salaries and wages covered by RFSI grant funds, as well as other programs and sources.

Timesheets that meet RFSI grant requirements must include:

- Employee Name
- Employee Title
- Reporting Period (month and year)
- Total number of hours worked that month on RFSI and other non-RFSI federal grant programs; each federal grant program should be reflected on separate lines; numbers 1-31 reflect the day of the month and should reflect the number of hours worked that day
- Total number of hours to include other job duties outside of the RFSI project and other federal grant programs
- Project name or title for RFSI and non-RFSI federal grant programs
- Description of RFSI activities performed that can be traced to the project's Scope of Work; description of activities performed for each non-RFSI federal grant project/program
- Employee and Employee's Supervisor signatures (signatures can be digital)

Timesheets should reflect the amount of time and RFSI activities and duties that were approved in the Scope of Work. For full-time employees, the timesheet must add up to full time hours reflected in the employee's pay.

## Personnel Matching Funds

Timesheet requirements also apply to salaries counted as match under the RFSI grant. To be allowable as match, a cost must be allowable as a grant charge. All requirements that apply to your grant funds also apply to matching funds including completing and submitting personnel timesheets.

Timesheets must be filled out completely. An example of an adequate timesheet is shown below. All highlighted sections must be filled out, as well as the daily and total hours worked. Please contact the assigned Grant Analyst to obtain the excel file used in this example or follow the instructions on the last page to open and save it. The Recipient does not need to use this timesheet; rather, it is a tool to use if the organization does not already have timesheets that meet all RFSI grant requirements.

**GRANT MANAGEMENT MONTHLY FUNCTIONAL TIME REPORT**

<b>EMPLOYEE NAME:</b> John Doe		<b>EMPLOYEE TITLE:</b> Project Manager													<b>REPORTING PERIOD:</b> October 2025																					
<b>PROJECTS</b>	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	<b>TOTAL</b>				
00-0000-000-CA RFSI Project Title	2.0	4.0				1.0	1.0	1.0		4.0			1.0	2.0	1.0		2.5			1.0	3.0	2.5					3.0	4.0	2.5	2.5	2.0	40.0				
Non-RFSI Project Number Title of Non-RFSI Project		3.0							3							3.0							3.0							4.0		16.0				
Other Job Duties Performed	6.0	5.0	4.0			7.0	7.0	7.0	5.0	4.0			7.0	6.0	7.0	5.0	5.5			7.0	5.0	5.5	5.0	8.0			5.0	4.0	5.5	1.5	6.0	128.0				
																																0.0				
																																0.0				
																																0.0				
																																0.0				
																																0.0				
<b>DESCRIPTION OF WORK PERFORMED:</b>																	<b>TOTAL</b>	<b>184.0</b>																		
<p>RFSI Project 00-0000-000-CA: Managed equipment installation, trained 8 staff on how to use the new wash back station, created cleaning and maintenance schedules for</p> <p>Title of Non-RFSI Project: Purchased new delivery vehicle, created delivery schedules for 3 drivers, drove (tested) a new delivery route, managed new delivery routes.</p> <p>Other job duties: Repaired small equipment items, coordinated repair for walk in cooler, assisted employees with daily tasks, completed invoices and sent them to customers, delivered CSA boxes on routes</p> <p>I certify that the hours identified above are accurate and valid.</p>																																				
<b>EMPLOYEE SIGNATURE</b>																	<b>DATE</b>		<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED														<b>SUPERVISOR SIGNATURE</b>		<b>DATE</b>	

## Breakdown of Completing the Timesheet (Numbers 1-9)

- EMPLOYEE NAME:**  
John Doe

Enter the employee's first and last name.
  
- EMPLOYEE TITLE:**  
Project Manager

Enter the employee's job title.
  
- REPORTING PERIOD:**  
October 2025

Enter the month and the year the hours were worked.

4.

PROJECTS	
00-0000-000-CA RFSI Project Title	
Non-RFSI Project Number	Title of Non-RFSI Project
Other Job Duties Performed	

Enter the assigned project number on the top line and enter the project name or title on the bottom line. Include all federal grant projects/programs and separate each one into a new box. Include a box for Other Job Duties Performed.

5.

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
2.0	4.0			1.0	1.0	1.0		4.0			1.0	2.0	1.0		2.5			1.0	3.0	2.5					3.0	4.0	2.5	2.5	2.0	

Enter the number of hours the employee worked on each project and other job duties for each day of the month.

6.

**DESCRIPTION OF WORK PERFORMED:**

RFSI Project 00-0000-000-CA:  
Title of Non-RFSI Project:  
Other job duties:

Enter a description of the activities and duties that were performed for each project/program and then enter other job duties performed that month.

7.

I certify that the hours identified above are accurate and valid.

EMPLOYEE SIGNATURE                      DATE

The employee who worked the hours reflected on the timesheet will sign and date here. Digital signature is acceptable.

8.

<input type="checkbox"/> APPROVED		
<input type="checkbox"/> DISAPPROVED	SUPERVISOR SIGNATURE	DATE

The employee's supervisor will sign and date here and check either the approved or disapproved box. Digital signature is acceptable.

9.

TOTAL	
	40.0
	16.0
	0.0
	0.0
	0.0
	0.0
	0.0
	0.0
	0.0
TOTAL	56.0

The total number of hours worked for each project and other job duties will automatically add up and will be reflected at the bottom of the Total column.

To obtain a copy of this timesheet, consult your assigned Grant Analyst.

GRANT MANAGEMENT MONTHLY FUNCTIONAL TIME REPORT																																						
EMPLOYEE NAME:			EMPLOYEE TITLE:											REPORTING PERIOD:																								
PROJECTS		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					
00-0000-000-CA RFSI Project Title																																		0.0				
Non-RFSI Project Number of Non-RFSI Project	Title of Non-RFSI Project																																	0.0				
Other Job Duties Performed																																		0.0				
																																		0.0				
																																		0.0				
																																		0.0				
																																		0.0				
<b>DESCRIPTION OF WORK PERFORMED:</b>																	<b>TOTAL</b>										<b>0.0</b>											
RFSI Project 00-0000-000-CA: Title of Non-RFSI Project:  Other job duties:																																						
I certify that the hours identified above are accurate and valid.																	<input type="checkbox"/> APPROVED  <input type="checkbox"/> DISAPPROVED																					
EMPLOYEE SIGNATURE																	DATE						SUPERVISOR SIGNATURE										DATE					