



We need to help... We just HAVE to help!

It's in our souls. Be the LIGHT that helps others see

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## Heaven-Sent Community Services and Veterans Assistance, Inc.

### Time and Effort (Timesheet) Policy

#### 1. Purpose

The purpose of this Time and Effort Policy is to ensure that all salary and wage costs charged to Heaven-Sent Community Services and Veterans Assistance, Inc. (“Heaven-Sent” or the “Organization”) and to its grants and contracts are based on accurate, complete, and properly documented records of the time employees spend on specific activities and funding sources. This Policy is designed to meet federal requirements for time and effort reporting when applicable and to support sound financial management.

#### 2. Scope

##### This Policy applies to:

- All employees whose compensation is charged in whole or in part to grants, contracts, or restricted funds.
- Employees whose time is allocated across more than one program, cost center, or funding source.

Volunteers are not covered by this Policy, but their hours may be tracked separately for program and in-kind reporting.

#### 3. Guiding Principles

- Employees are paid only for time actually worked and approved leave time.
- Time and effort records reflect a reasonable estimate of actual work performed.
- Time charged to any grant or funding source is allowable, allocable, reasonable, and consistent with award terms.
- Documentation is sufficient to support payroll charges in audits and funder reviews.



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## 4. Time and Effort Documentation

Heaven-Sent uses timesheets or equivalent activity reports to document time and effort. These records must:

- Show the total number of hours worked (and paid leave, if applicable) for each pay period.
- Break out time by program, grant, cost center, or other categories as directed (for example: “VA Housing Program,” “HUD CoC RRH,” “General Admin”).
- Be prepared by the employee (or by another authorized person based on contemporaneous records) and submitted after the end of the period covered.
- Be reviewed and approved by the employee’s supervisor or other authorized official who has first-hand knowledge of the employee’s work.

Timesheets may be electronic or paper, but must be signed or electronically certified by both the employee and the supervisor, as applicable.

## 5. Frequency and Deadlines

- Time and effort records are completed for each pay period (e.g., weekly, biweekly, or semi-monthly, depending on the payroll cycle).
- Employees must submit timesheets by the deadline established by management so that payroll and grant billing can be processed on time.
- Late or missing timesheets may delay payroll corrections or grant billing and must be corrected promptly.



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## 6. Allocation of Time to Funding Sources

Employees who work on more than one program or funding source must allocate their time in a reasonable and supportable manner. This may include:

- Coding hours on the timesheet directly to the relevant program or grant.
- Using percentages that reflect actual time worked, adjusted as necessary based on actual activity.

Budget estimates may be used for planning, but payroll charges and time and effort reports must be adjusted if actual work differs materially from the budget.

## 7. Overtime and Leave

- Overtime is worked only with prior approval in accordance with the Organization's personnel policies and applicable law.
- Paid leave (holiday, vacation, sick leave, etc.) is recorded separately on timesheets, following the Organization's leave policies.
- The allocation of paid leave to funding sources is handled consistently with the Organization's payroll practices and funder requirements.

## 8. Changes and Corrections

### **If an error in a timesheet or allocation is identified:**

- The employee and supervisor must correct the record as soon as possible.
- Adjusting entries are made in the accounting system to ensure that payroll costs are properly charged to the correct funding sources.
- Documentation is retained to explain the reason for the correction.

HEAVEN SENT COMMUNITY SERVICE  
AND VETERANS ASSISTANCE



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## 9. Records Retention

Time and effort records are retained in accordance with the Organization's Records Retention Policy and for at least as long as required by applicable laws, regulations, and grant or contract terms. Records are stored securely and made available to auditors and funders upon request.

## 10. Compliance and Oversight

Supervisors and management are responsible for ensuring that this Policy is followed. Failure to comply may result in corrective action, including potential disallowance of costs and disciplinary measures in accordance with personnel policies. Suspected falsification of time records must be reported promptly and will be investigated.

**Adopted by the Board of Directors of Heaven-Sent Community Services and Veterans Assistance, Inc. on the   8th   day of   January  , 2026.**