

# **SAMPLE Documents for GFMD Presentation**

- 1. Travel Policy**
- 2. Air Travel Policy**
- 3. Recording of Time Policy**
- 4. Pay Practices Policy**
- 5. Sample Timesheet**

## Travel Policies:

- Travel costs are the expenses for transportation, lodging, subsistence and related items incurred by employees who are in travel status on official business.
- It is the policy of ORGANIZATION to reimburse individuals for the expenses of travel, including the cost of transportation, meals, and lodging, provided such travel is performed in the course of conducting ORGANIZATION business and the costs are reasonable and allowable. Alcoholic beverages will not be reimbursed.
- The mode of travel should be based on the minimum expense in terms of employee time as well as travel costs to ORGANIZATION, although employees will not be expected to schedule excessively long routes to a destination to save money. If an individual chooses to travel by a means other than the least expensive mode, reimbursement will be made up to the amount that would have been paid had the individual traveled in the most economical manner. Receipts are still required for documentation purposes.
- If a person will be traveling for a time beyond the time of their ORGANIZATION business the extension of the travel period must be explained on the Travel Expense Reimbursement Form. The individual must pay any additional costs unless the costs are less than those that would have occurred had the travel period not been extended. Examples would include traveling on a Saturday to take advantage of lower airfares and incurring an additional day's lodging and per diem costs, or choosing to travel by an alternative method.
- After the trip, the individual must complete a Travel Expense Reimbursement form itemizing all expenses incurred, including those previously paid or advanced. All required receipts should be attached to this form if reimbursement is to be received. Improper documentation and failure to adequately complete this form will create delays in an individual being reimbursed.
- To enable administrative staff to allocate expenses to the proper funding source and to record expenditures in the financial records on a timely basis, individuals must submit this form within two weeks of their return. The individual will sign this form and forward it to the Office and HR Administrator for processing. When an individual has been involved in extensive travel, the deadline is extended to four weeks. ORGANIZATION is not obligated to reimburse individuals who do not submit their request for reimbursement within sixty days of their return. Expenses incurred in one fiscal year/grant period submitted for reimbursement at a time later than reports are filed with the funder will not be reimbursed.

## **Air Travel**

- Coach class accommodations should be the standard mode of air travel.
- Tickets must be booked at least 14 days in advance of travel to take advantage of lower fares. Additional costs for making late travel arrangements are the responsibility of the employee unless pre-approved by the Executive Director.
- Most air travel will be booked through one of two approved travel agents and direct billed to ORGANIZATION. The approving staff is responsible to ensure that travel itineraries correspond to actual travel completed.
- For direct reimbursement, individuals must provide a copy of the airline ticket and itinerary as documentation.
- Once tickets have been issued to the individual, the cost of any ticket changes will be the responsibility of the individual and not ORGANIZATION. However, the Executive Director may approve the ticket change fee to be paid by ORGANIZATION non-restricted funds or federal grant funds if approved by the federal awarding agency.

## **Recording of Time Policy**

### **1. Policy:**

It is the policy of ORGANIZATION to utilize a time recording system that is as accurate as possible to record the work time of each employee.

### **2. Purpose:**

ORGANIZATION is committed to complying with all laws that govern employee pay. In addition, the Agency will make every effort to ensure the accuracy of its pay practices, records and systems for legal and funding purposes. This policy and procedure sets forth the steps to be followed by each employee for use of the electronic timekeeping/pay system.

### **3. Definitions**

- a. **Electronic time clock:** The mechanism that electronically records and stores the time swipes of employees and is programmed to ORGANIZATION's timekeeping and payroll policies and practices.
- b. **Swipe card:** The plastic card used by employees to record their work time on the electronic system.
- c. **Swipe:** The act of running the swipe card through the electronic time keeping system to record time in and time out.
- d. **On-site:** At a ORGANIZATION facility.
- e. **Off-site:** Away from a ORGANIZATION facility, including Courts, home visits, conferences, other business offices or agencies.

### **4. Procedures**

- a. ORGANIZATION shall issue each full-time, part-time, temporary and relief employee a swipe card to be used for recording work time. This card will be provided to the employee within seven (7) working days of the employee's completion of her/his new hire paperwork. Until the swipe card is issued, the employee must record her/his time manually with the assistance of her/his supervisor.
- b. All employees, including managers, exempt and non-exempt employees, are required to use the electronic time clock, unless a time clock is not available at the work site (see #4 below). This electronic system enables ORGANIZATION to accurately track productivity and hours worked for external funding purposes.
- c. Employees whose work takes place primarily on-site are required to swipe the card at the electronic time clock at the beginning and at the end of her/his shift or work time. This swiping of the card indicates that the employee is starting or ending work.

- d. Employees whose work takes place primarily off-site where no time clock is available may indicate the starting or ending of work via computer or other means approved by her/his supervisor.
- e. A non-exempt employee may perform work at or from home only with the prior explicit approval of her/his supervisor. Work performed at or from home must be manually recorded and approved by the supervisor for purposes of timekeeping and will be paid in accordance applicable policies.
- f. Each ORGANIZATION location has an electronic time clock that is part of the ORGANIZATION time keeping system. Any employee of ORGANIZATION may use the electronic time clock at any location to swipe her/his card.
- g. The employee must begin work responsibilities upon swiping in and must swipe out after ending work responsibilities. Swiping in early and/or out late in order to be paid for non-authorized, non-work responsibilities is considered to be theft of time and will be subject to disciplinary action, up to and including discharge.
- h. Each part-time employee must swipe out at the beginning of her/his lunch break and in at the end of her/his lunch break. Full-time employees are paid for the lunch period, so swiping and out are not required.
- i. The electronic system records the time between swipes as time worked. Each employee's supervisor will review these records at the end of each pay period, make any necessary edits and authorize payment for this time.

## **Pay Practices Policy**

### **1. Policy**

ORGANIZATION will pay its employees in compliance with all applicable federal and state laws and funding requirements.

### **2. Purpose**

This policy explains the pay practices of ORGANIZATION.

### **3. Definitions:**

Workweek: From Saturday midnight to the following Saturday at 11:59 p.m.

### **4. Procedures**

- a. ORGANIZATION's pay period shall be two (2) consecutive forty (40) hour weeks. Each week shall begin and end at the times as defined under "workweek" above.
- b. Paychecks are issued on a biweekly basis every other Thursday. On payday, employees will be issued a paycheck that compensates the employees for the prior, completed two (2) week period. If a payday falls on a Holiday, employees will be paid on the last working day prior to the Holiday.
- c. Each paycheck will be accompanied with a statement showing gross pay, federal, state and local taxes, other deductions and net pay. In addition, the employee's current available vacation and sick time will be shown.
- d. All deductions other than those required for taxes will require a signed authorization from the employee. Deduction Authorization forms are available in the Finance Department.
- e. The Agency will comply with all demands for wage garnishments, court orders and other legally-required deductions.
- f. Employees who discover a mistake in a paycheck, has lost a paycheck or whose paycheck has been stolen should notify the Finance Department immediately. Errors in paychecks will be remedied immediately. In the case of a lost or stolen paycheck, the Finance Department will place a stop payment on the check. If the check has not been cashed, ORGANIZATION will issue a replacement check to the employee. However, if the check has been cashed, ORGANIZATION will not issue a replacement check.
- g. Employees may elect to have their paychecks directly deposited in their bank account by completing a Direct Deposit Authorization form, available in the Finance and Human Resources departments.

**[Name of Organization] Timesheet 2011**

Supervisor: \_\_\_\_\_  
Date: \_\_\_\_\_

Month: **May-11**

Signature: \_\_\_\_\_  
Name: **Sample employee**

Non-Program / Shared hours

| Day                | Date | Time In | Time Out | Total Paid Hours | Sick Time   | Vaca- tion  | Other (Specify) | Dev         | State VOCA Training* | State VAWA  | State VOCA  | Rural SART  | LAV         | State Coalition 10 | General Fund | Description of Work Performed   |
|--------------------|------|---------|----------|------------------|-------------|-------------|-----------------|-------------|----------------------|-------------|-------------|-------------|-------------|--------------------|--------------|---|
| Sunday             | 1    |         |          |                  |             |             |                 |             |                      |             |             |             |             |                    |              |   |
| Monday             | 2    | 8:30    | 4:30     | 8.00             |             |             |                 |             | 1.00                 | 1.00        |             | 2.00        | 4.00        |                    |              | Grant progress reports, review finances. Assist w/legal clinic  |
| Tuesday            | 3    | 8:30    | 5:30     | 9.00             |             |             |                 | 1.50        |                      | 2.00        |             |             |             | 5.50               | 1.00         | Staff meeting. Presented state VAWA legal changes, membership networking/state strategy discussions, lobbying report and subcommittee meeting |
| Wednesday          | 4    | 7       | 2        | 7.00             |             |             |                 |             | 2.00                 | 3.00        | 2.00        |             |             |                    |              | Advocate training, Seeking Safety program planning  |
| Thursday           | 5    | 8:30    | 4:30     | 8.00             |             |             |                 |             |                      | 1.00        | 1.00        | 3.00        |             | 3.00               |              | Technical assistance and communications on various grant topics, rural SART conference call and follow up TA                                  |
| Friday             | 6    | 8:30    | 12:30    | 8.00             |             |             | 4.00            |             |                      | 1.00        | 1.00        |             |             | 2.00               |              | Putting info together for member centers. Other: Personal Time approved by Name (supervisor)  |
| Saturday           | 7    |         |          | -                |             |             |                 |             |                      |             |             |             |             |                    |              |   |
| Sunday             | 8    |         |          | -                |             |             |                 |             |                      |             |             |             |             |                    |              |   |
| Monday             | 9    | 8:30    | 5:30     | 8.00             |             |             |                 |             | 1.00                 | 1.00        | 1.00        | 2.00        | 1.00        | 1.00               |              | Website content changes - 1 hour lunch  |
| Tuesday            | 10   |         |          | -                |             |             |                 |             |                      |             |             |             |             |                    |              |   |
| Wednesday          | 11   |         |          | -                |             |             |                 |             |                      |             |             |             |             |                    |              |   |
| Thursday           | 12   |         |          | -                |             |             |                 |             |                      |             |             |             |             |                    |              |   |
| Friday             | 13   |         |          | -                |             |             |                 |             |                      |             |             |             |             |                    |              |   |
| Saturday           | 14   |         |          | -                |             |             |                 |             |                      |             |             |             |             |                    |              |   |
| Sunday             | 15   |         |          | -                |             |             |                 |             |                      |             |             |             |             |                    |              |   |
| Monday             | 16   |         |          | -                |             |             |                 |             |                      |             |             |             |             |                    |              |   |
| Tuesday            | 17   |         |          | -                |             |             |                 |             |                      |             |             |             |             |                    |              |   |
| Wednesday          | 18   |         |          | -                |             |             |                 |             |                      |             |             |             |             |                    |              |   |
| Thursday           | 19   |         |          | -                |             |             |                 |             |                      |             |             |             |             |                    |              |   |
| Friday             | 20   |         |          | -                |             |             |                 |             |                      |             |             |             |             |                    |              |   |
| Saturday           | 21   |         |          | -                |             |             |                 |             |                      |             |             |             |             |                    |              |   |
| Sunday             | 22   |         |          | -                |             |             |                 |             |                      |             |             |             |             |                    |              |   |
| Monday             | 23   |         |          | -                |             |             |                 |             |                      |             |             |             |             |                    |              |   |
| Tuesday            | 24   |         |          | -                |             |             |                 |             |                      |             |             |             |             |                    |              |   |
| Wednesday          | 25   |         |          | -                |             |             |                 |             |                      |             |             |             |             |                    |              |   |
| Thursday           | 26   |         |          | -                |             |             |                 |             |                      |             |             |             |             |                    |              |   |
| Friday             | 27   |         |          | -                |             |             |                 |             |                      |             |             |             |             |                    |              |   |
| Saturday           | 28   |         |          | -                |             |             |                 |             |                      |             |             |             |             |                    |              |   |
| Sunday             | 29   |         |          | -                |             |             |                 |             |                      |             |             |             |             |                    |              |   |
| Monday             | 30   |         |          | 8.00             |             |             |                 |             |                      |             |             |             |             |                    |              | Memorial Day  |
| Tuesday            | 31   |         |          | -                |             |             |                 |             |                      |             |             |             |             |                    |              |   |
| <b>TOTAL Hours</b> |      |         |          | <b>56.00</b>     | <b>0.00</b> | <b>0.00</b> | <b>4.00</b>     | <b>1.50</b> | <b>4.00</b>          | <b>9.00</b> | <b>5.00</b> | <b>7.00</b> | <b>5.00</b> | <b>11.50</b>       | <b>1.00</b>  |   |

**SAMPLE**

|                        |           |       |      |      |      |       |      |
|------------------------|-----------|-------|------|------|------|-------|------|
| MTD Budget Hrs         | 2.13      | 12.75 | 4.25 | 2.13 | 4.25 | 17.00 | 0.00 |
| Under(-) / Over        | 1.88      | -3.75 | 0.75 | 4.88 | 0.75 | -5.50 | 1.00 |
| Actual %               | 9%        | 21%   | 12%  | 16%  | 12%  | 27%   | 2%   |
| <b>MTD Program Hrs</b> | <b>43</b> |       |      |      |      |       |      |

**[Name of Organization] Timesheet 2011**

Month: May-11

Name: Sample employee

| <i>Budget Pe Actual</i> |             |             |   |
|-------------------------|-------------|-------------|---|
| State VOCA Training*    | 5%          | 9%          | Training to Centers; certification of advocates   |
| State VAWA              | 30%         | 21%         | Technical assistance to Centers; Communities of Color Outreach                                    |
| State VOCA              | 10%         | 12%         | To provide direct services to crime victims   |
| Rural SART              | 5%          | 16%         | Technical assistance to statewide and territorial coalitions; trainings/meetings; publications    |
| LAV                     | 10%         | 12%         | Admin/financial costs for sex offense prevention activities to Centers, professionals, and public |
| State Coalition 10      | 40%         | 27%         | Technical assistance and training to Centers; collaborate with other entities                     |
| General Fund            | 0%          | 2%          | Lobbying / Fund Raising   |
| <b>TOTAL %</b>          | <b>100%</b> | <b>100%</b> |   |

|                   | Sick Time     | Vacation      | Pers-<br>onal | Family<br>Death |
|-------------------|---------------|---------------|---------------|-----------------|
| Previous Balance  | 460.50        | 132.50        | 24.00         | 0.00            |
| Used this month   | 0.00          | 0.00          | 4.00          | 0.00            |
| Balance           | 460.50        | 132.50        | 20.00         | 0.00            |
| Earned this month | 12.00         | 14.00         | 0.00          | 0.00            |
| New Balance       | <b>472.50</b> | <b>146.50</b> | <b>20.00</b>  | <b>0.00</b>     |

**SAMPLE**