TREC
Training Resources for the Environmental Community

Staff Name

Timesheet Template

1 Enter Names of Programs, Grants and Correct Class Codes on January Sheet
2 Hide or delete any unused rows
3 Have staff fill in their hours worked for each day into the appropriate cells
4 Staff can also enter any vacation, holiday and sick time
5 Use resulting calcuations for shared allocation entries

January	DAY OF MONTH	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	Totals
Class 100	**Name of Program**																																0
110	Grant X																																0
120	Grant Y																																0
(code)	g																																0
(code)																																	0
(code)																																	0
(code)																																	0
(code)	(Activity)																																0
(code)	(Activity)																																0
(code)	(Activity)																																0
Class 200	**Name of Program**																																0
210	Grant X																																0
220	Grant Y																																0
(code)																																	0
(code)																																	0
(code)																																	0
(code)																																	0
(code)	(Activity)																																0
(code)	(Activity)																																0
(code)	(Activity)																																0
(code)	(Activity)																																0
Class 300	**Name of Program**																																0
310	Grant X																																0
320	Grant Y																																0
(code)																																	0
(code)																																	0
(code)																																	0
(code)																																	0
(code)	(Activity)																																0
(code)	(Activity)																																0
(code)	(Activity)																																0
(code)	(Activity)																																0
Class 400	**Name of Program**																																0
410	Grant X																																0
420	Grant Y																																0
(code)																																	0
(code)																																	0

(code)		0
(code)		0
(code)	(Activity)	0
(code)	(Activity)	0
(code)	(Activity)	0
Class 500	**Name of Program**	0
510	Grant X	0
520	Grant Y	0
(code)		0
(code)		0
(code)		0
(code)		0
(code)	(Activity)	0
(code)	(Activity)	0
(code)	(Activity)	0
(code)	(Activity)	0
Class 600	**Name of Program**	0
610	Grant X	0
620	Grant Y	0
(code)		0
(code)		0
(code)		0
(code)		0
(code)	(Activity)	0
(code)	(Activity)	0
(code)	(Activity)	0
(code)	(Activity)	0
Class 700	**Name of Program**	0
710	Grant X	0
720	Grant Y	0
(code)		0
(code)		0
(code)		0
(code)		0
(code)	(Activity)	0
(code)	(Activity)	0
(code)	(Activity)	0
Class 800	**Name of Program**	0
810	Grant X	0
820	Grant Y	0
(code)		0
(code)		0
(code)		0
(code)		0
(code)	(Activity)	0

(code)	(Activity)																																			0
(code)	(Activity)																																			0
(code)	(Activity)																																			0
Class 900	**Name of Program**																																			0
910	Grant X																																			0
920	Grant Y																																			0
(code)																																				0
(code)																																				0
(code)																																				0
(code)																																				0
(code)	(Activity)																																			0
(code)	(Activity)																																			0
(code)	(Activity)																																			0
(code)	(Activity)																																			0
DAILY WORK HOURS		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	**Total Worked**	**0**
Vacation																																			Total Vacation	0
Holiday																																			Total Holiday	0
Sick																																			Total Sick	0
																																			Total Off	**0**
TOTAL HRS/ DAY		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**Grand Total**	**0**

Allocation Summary		
Class #	Hrs Worked	% of total
Class 100	0	#DIV/0!
Class 200	0	#DIV/0!
Class 300	0	#DIV/0!
Class 400	0	#DIV/0!
Class 500	0	#DIV/0!
Class 600	0	#DIV/0!
Class 700	0	#DIV/0!
Class 800	0	#DIV/0!
Class 900	0	#DIV/0!
Total	0	#DIV/0!