

Employee Time Study Sheet

NAME																												Classification				MONTH/YR				Full Time <input checked="" type="checkbox"/>		Part Time <input type="checkbox"/>	
EE "E"																												Receptionist				August, 2010							
31	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	1	Time Study Code		TSC	HOURS			
																																			General Admin RBS Support Staff				
																																			RBS Support Staff		160.00		
																																			Residential				
																																			IV-E Administration	001	0.00		
																																			IV-E Maint./Supervision	002	0.00		
																																			Non IV-E Eligible Activities	003	0.00		
																																				Community		0.00	
																																				IV-E Administration	004	0.00	
																																				IV-E Maint./Supervision	005	0.00	
																																				Non IV-E Eligible Activities	006	0.00	
																																				Other Programs	007	0.00	
																																				Non- Allocable Hours			
																																				Non-Allocable - General Activities		0.00	
																																				Annual Leave/Vacation		8.00	
																																				Sick Leave (Self/Family)		0.00	
																																				Holiday		0.00	
																																				Holiday Informal Time		0.00	
																																				Personal Holiday		0.00	
																																				Personal Leave Day		0.00	
																																				Excess Hours Used		0.00	
																																				Jury Duty		0.00	
																																				Administrative Time Off		0.00	
																																				Compensating Time Off		0.00	
																																				Bereavement Leave		0.00	
																																				Dock		0.00	
																																				Overtime/CTO Earned		0.00	
																																				Total Hours Worked		160.00	
																																				Total Hours Leave		8.00	
RECONCILIATION																		Time Study sheets are due at the end of the month.																					
Total Hours Worked																												160.00											
Total Hours Leave																												8.00											
Overtime/CTO Hours Earned																												0											
Monthly Hours Total																		168.00																					
EMPLOYEE SIGNATURE																		DATE																					
SUPERVISOR SIGNATURE																		DATE																					

Employee Time Study Sheet

NAME: Sally Jones																												Classification: RBS xx Worker				MONTH/YR: August, 2010				Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/>	
31	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	1	Time Study Code		TSC	HOURS	
																												General Admin RBS Support Staff									
																												RBS Support Staff			0.00						
																												Residential									
																												IV-E Administration		001	44.00						
																												IV-E Maint./Supervision		002	4.00						
																												Non IV-E Eligible Activities		003	6.00						
																												Community									
																												IV-E Administration		004	42.00						
																												IV-E Maint./Supervision		005	4.00						
																												Non IV-E Eligible Activities		006	4.00						
																												Other Programs		007	4.00						
																												Non- Allocable Hours									
																												Non-Allocable - General Activities			0.00						
																												Annual Leave/Vacation			32.00						
																												Sick Leave (Self/Family)			12.00						
																												Holiday			16.00						
																												Holiday Informal Time			0.00						
																												Personal Holiday			0.00						
																												Personal Leave Day			0.00						
																												Excess Hours Used			0.00						
																												Jury Duty			0.00						
																												Administrative Time Off			0.00						
																												Compensating Time Off			0.00						
																												Bereavement Leave			0.00						
																												Dock			0.00						
																												Overtime/CTO Earned			0.00						
																												Total Hours Worked			108.0						
																												Total Hours Leave			60.00						
RECONCILIATION														Time Study sheets are due at the end of the month.																							
Total Hours Worked				108.00																																	
Total Hours Leave				60.00																																	
Overtime/CTO Hours Earned				0																																	
Monthly Hours Total				168.00																																	
EMPLOYEE SIGNATURE														DATE																							
SUPERVISOR SIGNATURE														DATE																							

RBS Quarterly Time Summary and Annual Title IV-E Allowability Factor Determination

County: **ABC County**
 Provider: **ABC RBS provider**
 Year: **July 2010 - June 2011**

Total Residential Hours Total Community Hours Percentages: Residential: Community:

Quarter:	Total Hours by Component	Total Residential Hours	Total Community Hours	Residential Percentage	Community Percentage
Quarter 1:					
Aug-10		1458	1290	53%	47%
	Non IV-E Hours	275	832	25%	75%
	IV-E Eligible Hrs	1183	458	72%	28%
	IV-E Allowable Percentage	81.1%	31.5%		
Quarter 2:					
Nov-10		1900	1200	61%	39%
	Non IV-E Hours	200	700	22%	78%
	IV-E Eligible Hrs	1700	500	77%	23%
	IV-E Allowable Percentage	89.5%	41.7%		
Quarter 3:					
Feb-11		1800	1050	63%	37%
	Non IV-E Hours	175	675	21%	79%
	IV-E Eligible Hrs	1625	375	81%	19%
	IV-E Allowable Percentage	90.3%	35.7%		
Quarter 4:					
May-11		1825	1075	63%	37%
	Non IV-E Hours	175	675	21%	79%
	IV-E Eligible Hrs	1650	400	80%	20%
	IV-E Allowable Percentage	90.4%	37.2%		
Total for the Year:					
		6983	4615	60%	40%
	Non IV-E Hours	825	2882	22%	78%
	IV-E Eligible Hrs	6158	1733	78%	22%
	Annual IV-E Allowable Percentage	88.2%	37.6%		

Completed By: _____