

NYS OFFICE OF ALCOHOLISM AND SUBSTANCE ABUSE SERVICES

Timesheet Activity Log

Organization Name:
Employee Name:
Time Period:

Job Description:	
Hourly Rate:	
Employee Title:	Signature:
Supervisor Name:	Signature:

	Date	Date	Date	Date	Date	Date	Date	Total Wkly Hours	Funding Source	Client Initials
<u>HUD Activity Number</u>			Saturday	Sunday						
1 - Providing Housing Information and Search Assistance (TRA ONLY) (HUD – RA Direct Service)										
2 - Receiving New Participants into the Program (HUD – RA Direct Service)										
3 - Determining Participant Income and Rent Contributions (HUD – RA Direct Service)										
4 - Process Rental Payments to Landlords (HUD – RA Direct Service)										
5 - Inspecting Units for Compliance with Housing Habitability Standards (HUD – RA Direct Service)										
6 - Preparing Program Budgets (HUD – Administration)										
7 - Developing Systems for Assuring Compliance with Program Requirements (HUD – Administration)										
8 - Developing Sub-recipients Agreements (HUD – Administration)										
9 - Monitoring Sub-recipients (HUD – Administration)										
10 - Completing HUD Required Reports (HUD – Administration)										
11 - Addressing HUD Findings (HUD – Administration)										
12 - Program Evaluations (HUD – Administration)										

Continued...	Date	Total Weekly Hours	Funding Source						
13 - Travel Costs Incurred For Monitoring of Sub-recipients (HUD – Administration)									
14 - General Legal Services, Accounting Services, and Audit Services (HUD – Administration)									
15 - Other Costs: Rental/Purchase of Equipment, Insurance, Utilities, Office Supplies, and Rental & Maintenance (but not purchase) of Office Space (Pre-approval from the OASAS Program Manager Required) (HUD – Administration)									
16 - Training On Continuum of Care Requirements (HUD – Administration)									
Other Duties:									
Staff Training									
Sick Leave									
Vacation									
Holiday									
Off Site Case Worker Meeting									
Staff Supervision Meeting									
Agency Staff Meeting									
Monthly Reports									
Policy Review and Composition									
Other (explain)									
TOTAL									

Funding Source Key: List all funding sources and associated number

1 - OASAS – NY0...
4 - HUD -
7 -
10 -

2 - OASAS – NY0...
5 -
8 -
11 -

3 - OMH -
6 -
9 -
12 -