

## **IT'S A GAMBLE**

### **Scenario # 4**

Category: Staff Time and Attendance

#### **Handouts for Staff Time and Attendance Questions:**

- In-Kind documentation form
- Site supervisor time sheet - Sally Super: January
- Site supervisor time sheet - Sally Super: February
- Site supervisor time sheet - Sally Super: March

#### **WHAT'S WRONG:**

- **In-Kind Documentation form**
  1. The form is showing the value of the time based on budgeted rather than actual time (i.e. the percentage).
  2. The salary for Sally Super is inconsistent from the amount listed in the "Salary" cell and the salary base used to calculate the value of time.
  3. Stanford Supervisor did not sign the in-kind documentation sheet.
  4. May question the reasonableness of Stanford's percentage of time for 1 minimum-time member vs. Sally's percentage of time for 3 full-time members – Stanford's percentage may seem high for only supervising 1 minimum time member.
  5. The in-kind documentation form is for the first quarter of 2009 (Jan-Feb); the staff signed the documentation form on January 5 which is prior to the end date of the period covered which makes the value again based on budgeted and not actual.
- **Site Supervisor Time Sheets**
  6. No time sheets are available for Stanford to show his actual hours.
  7. Sally's time is based on budgeted time instead of actual hours worked.
  8. Sally and her supervisor both signed her timesheets prior to the completion of the month of February (signed on February 4 and the timesheet is covering the whole month of February).

#### **WHAT ARE SOME NEXT STEPS OR CORRECTIVE ACTION**

- In-kind donation forms for staff time should show actual time spent – timesheets should be available to document the actual time.
- If timesheets aren't available for Stanford, the program may have Stanford and Boss Brown have a form/note to file notarized and signed both Stanford and Boss that certifies the time served including the time period covered and the actual hours worked.
- All documentation should be verified for accuracy and reasonableness.

**\$\$ TO WIN \$\$** - The team must guess at least 6 out of the 8 answers above showing what's wrong.