



# ARPA LEVEL OF EFFORT TIME SHEET

## SECTION A. EMPLOYEE INFORMATION

Employee Name

Circuit

Department

County

MONTH / YEAR

## SECTION B. TIME & EFFORT REPORTING (TIME DEVOTED TO PROJECT)

ACTIVITIES

% OF EFFORT

ADDITIONAL NOTES

WEEK 1

WEEK 2

WEEK 3

WEEK 4

WEEK 5

## SECTION C. DETAILS OF ARPA WORK PERFORMED

ACTIVITIES

% OF TIME

Progress

## SECTION D. CALCULATIONS

Payroll Total x level of effort=\_\_\_\_\_ TOTAL

Benefit Total x level of effort=\_\_\_\_\_

AMOUNT TO BE REIMBURSED: \$

Supporting Documents Attached: YES

## SECTION E. SIGNATURES CERTIFYING INFORMATION IS CORRECT

Employee:

Supervisor:

Date:

Date:



# ARPA LEVEL OF EFFORT TIME SHEET

## SECTION A. EMPLOYEE INFORMATION

Employee Name	Jane Hopper	Circuit	
Department	Finance	County	
MONTH / YEAR	January / 2023		

## SECTION B. TIME & EFFORT REPORTING (TIME DEVOTED TO PROJECT)

ACTIVITIES	% OF EFFORT	ADDITIONAL NOTES
WEEK 1 Managed weekly invoices for 5 Court Reporters; weekly timesheets for Bailiffs	10%	\$1,000 salary; \$500 benefits
WEEK 2 Managed weekly invoices for Ct. Reporters; weekly timesheet for Bailiffs; Processed ARPA Payroll for 22 Bailiffs; 4 ADAs; 15 Deputies; 3 Court Reporters	10%	\$1,000 salary; \$500 benefits
WEEK 3 Managed weekly invoices for Ct Reporters; weekly timesheets for Bailiffs	10%	\$1,000 salary; \$500 benefits
WEEK 4 Processed payroll for all ARPA paid employees; pulled paperwork for grant admin	10%	\$1,000 salary; \$500 benefits
WEEK 5		

## SECTION C. DETAILS OF ARPA WORK PERFORMED

ACTIVITIES	% OF TIME	Progress
Managed weekly invoices for Court Reporters and timesheets for Bailiffs; Processed payroll for all ARPA paid employees; pull financial paperwork for grant administrator- 10 hours a week	10%	

## SECTION D. CALCULATIONS

Payroll Total x level of effort=  $\$4,000 * .10 = \$400$       Benefit Total x level of effort=  $\$2,000 * .10 = \$200$

TOTAL AMOUNT TO BE REIMBURSED: \$ \$600      Supporting Documents Attached: YES

## SECTION E. SIGNATURES CERTIFYING INFORMATION IS CORRECT

Employee: *Jane Hopper*      Supervisor: *Martin Brenner*  
 Date: *01/31/2023*      Date: *01/31/2023*