



Instructions:

1. **Document number:** Assign an identification number or letter to each time and activity sheet, paystub, proof of payment and to any back up documentation related to the cost reimbursement requested.
2. **Employee name, job title, category:** Enter employee information, or category/expenditure type e.g., FICA, retirement, etc. as listed in the approved grant budget
3. **Gross salary:** Enter total wages/ salary paid, gross or adjusted gross salary paid for the reporting period.
Hourly rate x Hours worked = Gross salary; Gross salary x Effort percent = Federal share.
4. **Effort percent:** Enter the percentage of time spent working on the GCC grant, pull from time and activity sheet (line 39 on multiple funding source time and activity sheet, and line 38 on single funding source time and activity sheet) must include time spent working on other projects and from all funding sources.
5. **Federal share:** Enter amount of to be paid by the grant. Gross salary x Effort percent = Federal share.
6. **Match share:** Enter amount of to be paid by the grantee agency (if applicable).
Gross salary x Effort percent = Federal share; Gross salary x Match percent = Match share.

For this request to be approved, back up documentation must be included with this coversheet: A signed GCC Time and Activity sheet for each employee and volunteer, paystubs, all back up documentation for all categories FICA, retirement, health insurances and other fringe benefits, proof of payment to any costs related to reimbursement requested. Failure to comply with these instructions may result in the delayed or denial of this request.