

INSTRUCTIONS FOR THE NUTRITION SERVICES & ADMINISTRATIVE TIME REPORT

All paid employees (WIC funded and non-WIC funded) and volunteers are required to complete the WIC Form NSA 500.1.1 if they worked for or provided WIC services during October 1 through September 30 of the current fiscal year. This is used to report work hours spent on breastfeeding promotion and support, nutrition services, client services, and general administrative activities.

The time report of the volunteer or non-WIC funded staff may be indicated by selecting “VOLUNTEER” on the form. Contractors and employees should check the appropriate box. Supervisors do not complete entries from 01 through 31 for columns (3)-(8) for past and future staff. Supervisors shall record only the “Total Hours Reported” for columns (3)-(8) when completing time reports for past (terminated or resigned) and future (new employees) staff. Supervisors shall provide a justification by specifying the termination or resignation date for past staff or the start date of new staff on the form. All reports must be accurate and complete.

Review the instructions before starting. For each day, record the number of work hours spent for each category. Report all entries to the nearest **quarter hour (15 minutes)**. Refer to the list of allowable activities for each category. Contact your supervisor if you have any questions.

Column (1) DAY: Entry is required.

Column (2) COMMENTS: No entry is required, but you may indicate assignment details, such as, worksite, caseload, visits, etc.

Column (3) BF: Record the number of hours spent on **breastfeeding** promotion and support activities.

Column (4) NS: Record the number of hours spent on **nutrition services** other than breastfeeding.

Column (5) CLIENT: Record the number of hours spent on **all other direct client services**, other than breastfeeding or nutrition services.

Column (6) ADM: Record the number of hours spent on **general administrative activities**.

Column (7) LEAVE: Record the number of hours of any paid or unpaid **leave** (e.g., sick, vacation, funeral, jury duty, holiday).

Column (8) TOTAL: The sum of columns (3) through (7) must total 8 hours in column (8) for each day worked for a full-time position. Include all paid overtime hours for employees.

SAMPLE FORM

(1) DAY	(2) COMMENTS	(3) BF	(4) NS	(5) CLIEN T	(6) ADM	(7) LEAVE	(8) TOTAL
01		1.25	1.75	2.50	2.00	0.50	8.00
02		3.75	1.25	2.50	0.00	0.50	8.00
	TOTAL HOURS REPORTED	5.00	3.00	5.00	2.00	1.00	16.00

NOTE:

1. Sum each day for categories (3)-(7), this shall be recorded in column (8) of each day.
2. The sum of each column (3)-(8) shall be recorded on the "TOTAL HOURS REPORTED" row at the bottom of the form. **The "TOTAL HOURS REPORTED" row is required for all staff.**
3. The sum of the "TOTAL HOURS REPORTED" row for columns (3)+(4)+(5)+(6)+(7) should equal the total for column (8) in the "TOTAL HOURS REPORTED" row.

REPORT MONTHS:

The report months are: October; January; April; and July of each year.

NEW EMPLOYEES:

All new employees, contract workers, and volunteers should fill out a report during their first month of work from the day they begin until the end of that month.

ALL TIME REPORTS MUST BE REVIEWED, APPROVED, AND SIGNED BY THE SUPERVISOR AND RETURNED TO THE STATE AGENCY ACCOUNTING UNIT NO LATER THAN 15 DAYS AFTER THE LAST DAY OF THE REPORT MONTH. (100%) WIC FUNDED EMPLOYEES MUST INITIAL AT THE BOTTOM OF THE FORM.