

Reports: Staff: Staff Hours Detail Report



This report is used by sponsors that include staff time in the expense records to demonstrate a nonprofit meal service. Individual staff users need to log their hours for this report to generate data. See separate instructions for details.

To run the report, make your selection for the date range and click the green "Run Report" button. A hyperlink will appear called "Download Report". Click the hyperlink to download or view the report.

Staff	Date	Total Hours	CACFP Direct Labor Hours	Labor Costs	CACFP Admin Hours	Admin Costs	CACFP Total Costs
childcarecook	07/02/2018	8.00	6.00				
childcarecook	07/02/2018	8.00	6.00	\$90.00			
childcarecook	07/03/2018	8.00	6.00				
childcarecook	07/03/2018	8.00	6.00	\$90.00			
childcarecook	07/05/2018	8.00	6.00				
childcarecook	07/05/2018	8.00	6.00	\$90.00			
Total		48.00	36.00	\$270.00			