

You are able to record staff hours within My Food Program for the purpose of demonstrating a nonprofit meal service.

To record hours:

- Before you can record hours, you must assign an hourly wage. You can find this by clicking “Staff” from the dashboard and entering it under User Details.
- Click on “Record Hours” from the main dashboard.
- Click the blue “Record Hours” button on the upper-right corner.
- Enter the information into the fields:
 - Date
 - Start Time
 - End Time
 - CACFP Hours Direct Labor (examples include taking meal counts, grocery shopping, etc.)
 - CACFP Hours Administrative (examples include preparing claims, household income statements, etc.)
- Click “Save”
- Note: the information saved here will feed into the *Staff Hours Detail Report*.

Record Hours for ChildCareCenter

Date	<input type="text"/>
Start Time	<input type="text"/>
End Time	<input type="text"/>
CACFP Hours Direct Labor	<input type="text"/>
CACFP Hours Administrative	<input type="text"/>