Record Hours on Mobile App



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

To record hours on mobile app:

- Click on "Record Hours" from the main dashboard.
- Select the date you would like to record hours for.
- Select the Staff you would like to record hours for from the dropdown menu.
- Enter the information into the fields:
 - ° Start Time
 - ° End Time
 - ° Non-Working Hours
 - ° CACFP Hours Direct Labor (examples include taking meal counts, grocery shopping, etc.)
 - "All Hours are CACFP Button": for those staff that have only CACFP-related duties (for example, food service staff), click here to allocate all working hours as CACFP.
 - Note: Self-sponsored sites will have the ability to records CACFP Admin Hours (examples include preparing claims, household income statements, etc.)
- Click "Submit".

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Back Record Hours	K Back F	ecord Hours	K Back	Record Hours
Date : 2021-10-06 Staff Name : Select Staff	Date :	2021-10-06 Select Staff	Date Staff Name :	: 2021-10-06 TrainingSiteDirector
	Cente	rDirectorTrainingSite		Start Time * :
	Cente	rTraining ngSiteDirector		End Time * :
	Trainin	ngSiteKitchen	No	on-working Hours :
		Igslestan	CACFP H	ours Direct Labor :
		Close		All hours are CACFP
				Submit
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Notes:

- Site Manager/Directors will have the option to record hours for other users. Staff and Kitchen Staff/Infant Teachers will only be able to record hours for themselves.
- The information saved here will feed into the Staff Hours Detail Report.