

Timekeeping Guide for Panel Managers

Panel Manager Hours

- Reimbursement for Panel Manager time usually comes from program funds and an **upper limit of 240 hours is allowed per program year**. A maximum of 80 hours may be submitted per pay period.
- Please keep track of your hours on the panel manager timesheet. You must submit the completed timesheet **no later than the Monday following the end of the pay period**. You will be provided with a copy of the blank timesheet along with a pay period calendar.
- **A timesheet should be submitted even if no hours are being reported**. Do not accumulate hours across multiple pay periods and then submit all at one time. This will delay your payment.
- The Time & Attendance contact from your Institute will send out an email reminding you of the deadline for submission of timesheets each pay period. Email the completed timesheet to your T&A contact each pay period.
 - **Failure to report accurate time will delay payment.**
- Federal Panel Manager's agency will receive compensation for hours worked via reimbursable agreement, if applicable.
 - All reimbursable agreements should be coordinated through the Institute's Administrative Officer.

Sample Timesheet

PANEL MANAGER CERTIFIED TIME SHEET - FISCAL YEAR 2017

NAME: _____

PROGRAM: _____

Institute of Food Production and Sustainability (IFPS) Programs

NO HOURS TO REPORT (check box, if statement applies).

Please report your work hours below, including the date.

NOTE: The total allowable work hours per pay period cannot exceed 80 hours; and hours in excess of 80 will be reported in the following pay period.

Pay Period: _____ Pay Period Beginning: _____ Ending: _____

START DATE	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	WEEKLY TOTAL
WEEK ONE								
START DATE	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	WEEKLY TOTAL
WEEK TWO								

TIMEKEEPER ONLY
TOTAL HOURS: _____



Time and Attendance Contacts

If you have any questions, email the NIFA Point of Contact for Panel Manager Time and Attendance:

- Rebecca Allen
Rebecca.Allen@usda.gov