



1. Vendor and Project Information

Vendor Name:

DUNS Number:

Project Name:

Project Budget: \$

2. Job Description and Hours Billed Project

Name		Type	Position Description	Sep		Oct		Nov		Dec		Jan		Feb		Total RT Hours	Total OT Hours	RT Wage Rate	OT Wage Rate	RT Amount	OT Amount		
				RT	OT	RT	OT	RT	OT	RT	OT	RT	OT	RT	OT								
Last Name,	First Name	FT																					
Last Name,	First Name	FT																		-	-		
Last Name,	First Name	PT																		-	-		
Last Name,	First Name	Temp														-	-			-	-		
<i>Total Worked on ARRA project:</i>				-	-	-	-	-	-	-	-	-	-	-	-	-	-			\$ -	\$ -		
Monthly FTE Calculation = Total Hours Worked /Total Hours Full Time Position																							
<i>Total Hours Full Time Position:</i>				-	-	-	-	-	-	-	-	-	-	-	-	-	-						
Monthly FTE (# jobs created):																							

Instructions

- Name: fill out name of each employee on separate line
- Fill out position type [full time (FT), part time (PT) or temporary (Temp)]
- Fill out job description for each employee
- Enter regular (RT) hours worked on ARRA project for each employee (direct hours only)
- Enter overtime (OT) hours worked on ARRA project for each employee (direct hours only)
- Enter regular time (RT) wage rate per hour
- Enter overtime (OT) wage rate per hour
- Enter extended amount for regular (RT) hours worked.
- Enter extended amount for overtime (OT) hours worked.
- Job creation numbers are calculated across the life of a project