

# Staff- CACFP Weekly Time Sheet

Last Modified on 03/04/2019 9:03 am EST

The CACFP Weekly Time sheet allows staff to calculate the amount of time spent on particular activities related to CACFP for a week. The staff member must be checked into a site for the report to generate.

## Report Conditions

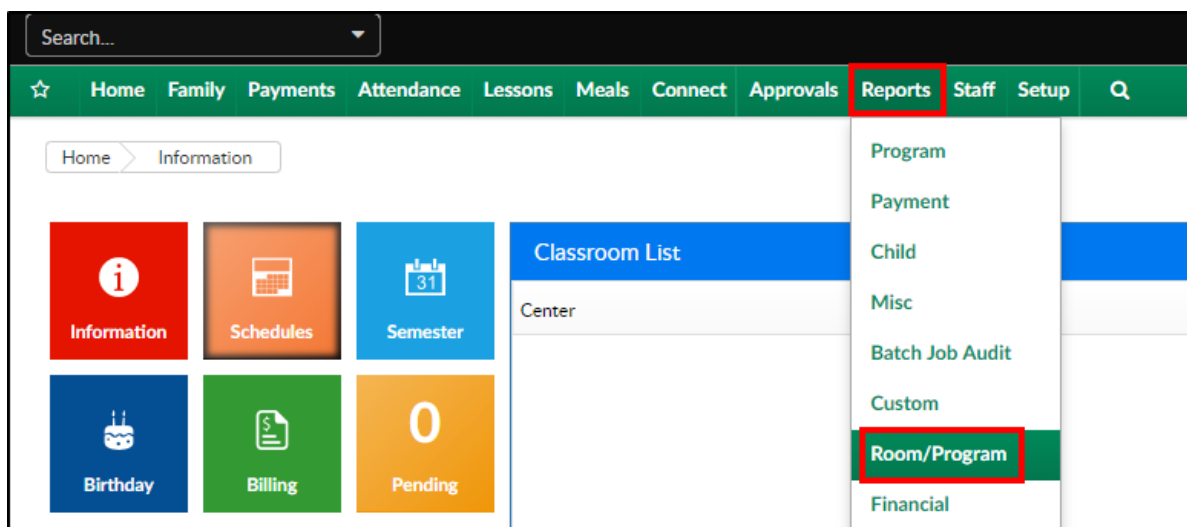
- The Center is not required; if the center is left blank, data will pull for all sites
- If only the From Date is entered, the field will act as an "As Of" date and pull all date from the entered date until current
- If only the To Date is completed, data will pull from the To Date to the current date

## Sample Report

Click the report name to view a sample: [CACFP Eligibility Renewal.xlsx](#)

## Accessing the Report

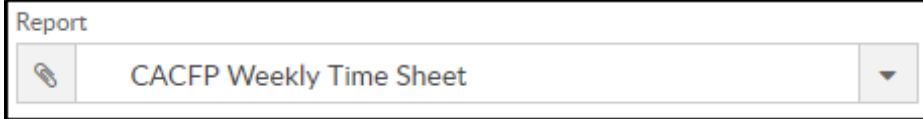
1. From the Reports menu, click Room/Program



2. From the Report Category drop-down, select Meals



3. Choose CACFP Weekly Time Sheet from the Report drop-down

A screenshot of a web application's report selection interface. It features a rectangular box with a black border. At the top left of the box, the word "Report" is displayed in a small, grey font. Below this, there is a horizontal input field. On the left side of this field is a small icon of a paperclip. The text "CACFP Weekly Time Sheet" is centered within the field. On the right side of the field is a small, grey square containing a downward-pointing triangle, indicating a dropdown menu.

4. Use additional search criteria as needed, all fields are optional

- Center - choose the center or business level
- From Date - select a start date from the calendar
- Role - select the role

5. Click Create Report

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